Y3
.El 2/3
:13 C 76/1985
DPE

CAMPAIGN GUIDE

FOR CONGRESSIONAL CANDIDATES AND COMMITTEES

COLUMBIA UNIVERSITY
LIBRARIES
JUL 25 1986
U. S. DEPOSITORY
COPY

CONTENTS

PART ONE:
CANDIDATE COMMITTEES 3

CONTRIBUTIONS AND EXPENDITURES 3
1. Contributions vs. Expenditures 3
2. Contributions vs. Other Receipts . . . 3
3. Expenditures vs. Other Disbursements 5
4. Other Transactions 5

STARTING THE CAMPAIGN 6
1. Individual Becomes Candidate 6
2. Candidates and Committees Register 6
3. Amending the Registration 7

ASSESSING CAMPAIGN RESOURCES 8
1. Contributions 8
2. Volunteer Activity 8
3. Independent Expenditures 9
4. Party Support 9
5. Coattail Support 10
6. Candidate's Personal Funds 10
7. Legal and Accounting Services 10

CONDUCTING THE CAMPAIGN . . . 10
1. Fundraising 10
2. Traveling 11
3. Advertising 11
4. Using Consultant Services 11

KEEPING RECORDS 12
1. Recording Contributions 12
2. Recording Disbursements 12

FILING REPORTS 13
1. Who Reports 13
2. Where Reports Are Filed 13
3. Public Inspection of Reports 13
4. When Reports Are Filed 13
5. Reporting Waivers 14
6. Forms 14

FILLING OUT FORM 3 14
1. Cash on Hand 14
2. Receipts 15
3. Disbursements 16
4. Debts and Obligations 17
5. Reporting Liability 17

WINDING DOWN THE CAMPAIGN 17
1. Retiring Debts 17
2. Debt Settlement 17
3. Excess Campaign Funds 18
4. Termination by Candidate Committee 18
5. Termination by FEC 18

PART TWO: SAMPLES OF COMPLETED FEC FORMS 19

APPENDICES 44
A. Definitions 44
B. Chart on Contribution Limits 46
C. Independent Expenditures 47
D. Earmarked Contributions 48
E. Assistance from the FEC 49

READEX FICHE

ONE

CANDIDATE COMMITTEES

The Federal Election Campaign Act (the Act) requires political committees which support candidates for Federal office to register and disclose their campaign receipts and disbursements and to abide by certain contribution limits and prohibitions. To help candidates and committees comply with the Act, the Federal Election Commission (FEC) has prepared this Guide to focus exclusively on those requirements affecting candidates for the U.S. House and Senate, their principal campaign committees and any other authorized committees. The information presented here is based on the Act and FEC Regulations.[1]

Before reading this Guide, candidates and committee staff should note the following suggestions:

- Review this Guide carefully. Note the definitions in Appendix A which give special meaning to key words. Terms included in this Appendix are italicized and marked with an asterisk the first time they appear in the text.
- Keep good records of receipts and disbursements.
- If a mistake is discovered, correct it promptly and straightforwardly.
- When seeking more information, consult the Federal Election Campaign Act (2 U.S.C. §§431-455) and the FEC Regulations (11 CFR Parts 100-115). Note in particular the definitions (and their exceptions) given at the beginning of most sections of the Regulations. An index accompanying the Regulations helps a reader quickly locate those provisions pertinent to his/her particular concern.
- If in doubt as to what the law means or how it applies to a specific situation, seek help from the FEC (see Appendix E). Call toll free 800/424-9530.

[1] *Citations appearing in this Guide refer to sections of the FEC Regulations and, where prefaced by 2 U.S.C., to the Act. Selected advisory opinions (AOs) and directives issued by the Commission are cited as well.*

Contributions and Expenditures

Under the Federal Election Campaign Act (the Act), the terms "contributions" and "expenditures" are essential to understanding the basic requirements of the Act:

- The amount of "contributions" received and the amount of "expenditures" made, for example, determine whether or not an individual is a *candidate** and subject, therefore, to the requirements of the Act.
- Moreover, contributions received and expenditures made must be reported by the candidate's authorized committee(s).
- Finally, candidate committees may **NOT** accept contributions that exceed the dollar **limitations** or violate the **prohibitions** of the Act.

To comply with the Act, therefore, one needs to know just exactly what is a "contribution" and what is an "expenditure." This section explains these terms, providing examples where helpful.

1. Contributions vs. Expenditures

The Act makes a basic distinction between contributions and expenditures. A contribution is one way individuals and groups provide support to a candidate for Federal office. A contribution usually involves the giving of money, goods or services to a campaign or the giving of money to *political committees** which, in turn, make contributions to the candidates of their choice.

An expenditure is not the same as a contribution. It usually represents the utilization of contributions received by a candidate or a political committee. Thus, candidates and their authorized committees conduct campaigns by expending the resources which have been contributed to them.

Contributions to candidates and their campaign committees are subject to certain limits and prohibitions under the Act. By contrast, expenditures by House and Senate candidates and their committees are not limited.[1] Full reporting is required, however, for both contributions and expenditures.[2]

2. Contributions vs. Other Receipts

Campaign Contributions

A campaign contribution is anything of value given to an *authorized committee** of a candidate (or the committee's *authorized agents**) to influence the candidate's nomination or election to Federal office. 100.7(a)(1). Note that a candidate is considered an authorized agent of the committee. 101.2 and 102.7(d). Listed below are different types of contributions, all of which are subject to the Act's prohibitions and dollar limitations (except contributions from the candidate) and are reportable by the candidate's authorized committee.[3] Committees may receive other goods, services or monies that are not considered contributions and, therefore, are not subject to the Act's dollar limitations. These receipts, nevertheless, are reportable; they are described below under "Other Reportable Receipts."

* *See Definitions in Appendix A.*

[1] *Expenditures by Presidential candidates receiving public funds, on the other hand, are limited by the Act.*

[2] *Other types of receipts and disbursements are also reportable, with a few exceptions. See "Contributions vs. Other Receipts," above, and "Expenditures vs. Other Disbursements," which follows.*

[3] *See page 8 for limits and prohibitions on contributions and pages 15-16 for reporting requirements.*

Gifts of Money
A gift of money may be made by check or cash (i.e., currency). Cash contributions, however, are limited to $100. 110.4(c).

Loans from Persons
A loan, including a loan made by the candidate's family to his/her campaign, is considered a contribution to the extent of the outstanding balance. Once repaid in full, a loan no longer counts against a person's contribution limit.[4]

Thus, an individual loan, when added to other contributions from the same lender, may not exceed $1,000. If, for example, a committee repays $500 of a $1,000 loan, it could borrow up to $500 from the same person again. *Bank** loans, however, made according to applicable banking laws and in the ordinary course of business, are not considered contributions by the bank but must be reported as receipts (and continuously reported as debts until repaid in full). 100.7(a)(1)(i) and 100.7(b)(11).

Endorsements and Guarantees of Loans
An endorsement or guarantee of a loan, like a regular loan, counts as a contribution from the endorser or guarantor to the extent of his/her portion of the outstanding balance of the loan. Once a loan is repaid, the endorsement or guarantee no longer counts against the endorser's or guarantor's contribution limit. 100.7(a)(1)(i)(C).

Extension of Credit
The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a reasonable attempt to collect the debt. 100.7(a)(4). (See also "Debt Settlement," page 17.)

In-Kind Contributions
Services, goods and property offered to the committee free or at less than the usual charge are considered in-kind contributions. They are subject to the same limits as any other type of contribution and are reported by the recipient committee as both contributions and expenditures. 100.7(a)(1)(iii) and 104.13.

- **Goods** (such as office space or equipment) are valued at the ordinary market price.
- **Services** (such as consultant work or printing) are valued at the hourly or piecework rate when the individual performing the service is compensated by a person other than the candidate's authorized committee.[5] (When not compensated, such services may be considered "volunteer activity," which does not count as a contribution. See page 8. 100.7(a)(1)(iii)(B).

If a person makes an expenditure that fails to qualify as an *independent expenditure,** it is considered an in-kind contribution. An expenditure is not **independent** if it is made in cooperation or consultation with, or at the request or suggestion of the candidate or the candidate's authorized committee or agents. 109.1(a) and (c). For example, an expenditure for a billboard advertisement supporting a candidate counts as an in-kind contribution to the candidate if the individual paying for the ad asks the candidate where he/she would like the billboard placed.

Proceeds from Sales
The entire amount paid to attend a fundraiser or other political event is a contribution. Similarly, the entire amount paid for any item sold for fundraising purposes is a contribution. 100.7(a)(2).

Contributions from the Candidate
Donations or loans made by House and Senate candidates from their *personal funds** to their campaigns are considered contributions, but they are not subject to contribution limits. Nevertheless, they must be reported. Similarly, a campaign expenditure made by a candidate from personal funds is considered an in-kind contribution. 110.10.

Other Reportable Receipts

The following types of *receipts** are not considered contributions **but, nevertheless, must be reported as receipts by an authorized committee.**

Legal and Accounting Services
Legal and accounting services rendered to a candidate's authorized committee solely to ensure compliance with the Act do not count as contributions if compensated by the regular employer of the individual performing the services. 100.7(b)(14).

Transfers Among Authorized Committees
Transfers of funds among committees authorized by the same candidate do not count as contributions and are not limited. 102.6(a). The following transactions are considered transfers:

- Transfers among committees authorized by the candidate for the same election. 110.3(a)(2)(ii).
- The transfer of unused primary funds from the primary campaign committee to the general election campaign committee. 110.3(a)(2)(iii).
- Transfers between a candidate's previous campaign committee and his/her currently registered political committee. 110.3(a)(2)(iv). If the previous campaign was for a State or local office, the original donors of transferred contributions exceeding $200 must be identified and their contributions fully itemized on the first report filed after the transfer. It is assumed that the last contributions received by the State or local campaign committee are those transferred to the current Federal campaign committee. The Federal campaign committee may not, however, accept any funds which would be unlawful under the Act. 104.12.

Transfer of Joint Fundraising Receipts
If a joint fundraiser is held by several committees, the transfer to a committee of the portion of funds collected for that committee is not a contribution. 102.6 and 110.3(a)(2)(i).

** See Definitions in Appendix A.*

[4] Note that a loan exceeding the contribution limit is unlawful even if it is repaid in full.

[5] However, under certain circumstances, legal and accounting services compensated by the regular employer may be rendered to a candidate or committee without counting as a contribution. See page 10.

Bank Loans
A *bank** loan is not a contribution by the bank to the candidate's authorized committee if the loan is made according to applicable banking laws and in the **ordinary course of business,** i.e., if it:

- Bears the bank's usual and customary interest rate for the category of loan involved;
- Is made on a basis which assures repayment;
- Is evidenced by a written instrument; and
- Is subject to a due date or amortization schedule. 100.7(b)(11).

3. Expenditures vs. Other Disbursements

Campaign Expenditures

A campaign expenditure is a purchase or payment made by an authorized committee of a candidate (or the committee's authorized agents) to influence the candidate's nomination or election to Federal office. 100.8(a)(1). Note that a candidate is considered an authorized agent of the committee. 101.2 and 102.7(d). Expenditures must be reported by the candidate's authorized committees. Certain types of disbursements are not considered expenditures but, nevertheless, are reportable. They are described below under "Other Reportable Disbursements."

Operating Expenses
Payments for operating expenses, such as staff salaries, rent, travel, advertising, phones, office supplies and equipment, fundraising, legal or accounting services, etc., are expenditures.

Written Agreement to Make Expenditure
A written agreement to make an expenditure is considered an expenditure. 100.8 (a)(2).

In-Kind Contributions
An in-kind contribution received by the committee is reported by the committee as both a contribution and an expenditure. 104.13.

Candidate's Personal Funds
A campaign expenditure made by a candidate from *personal funds** is considered an in-kind contribution and reported as both a contribution and an expenditure. 110.10. Note that candidates may make unlimited expenditures from personal funds.

Other Reportable Disbursements

Listed below are other types of *disbursements** that are not considered campaign expenditures **but, nevertheless, must be reported by the candidate's authorized committee.**

Legal and Accounting Services
Legal and accounting services rendered to a candidate's authorized committee solely to ensure compliance with the Act are not campaign expenditures if the person paying for the services is the regular employer of the individual performing the service. 100.8(b)(15).

Loans to Others
Loans to other candidates or committees made by the candidate or his/her authorized committees are not considered expenditures.

Loan Repayments
Repayments of loans owed to another person (including to the candidate) are not considered expenditures. 100.8(a)(1)(ii).

Contributions by the Committee
Contributions to another candidate or political committee are not considered expenditures.

Delegate Expenses
Disbursements in connection with a candidate's participation in a national nominating convention are not considered expenditures as long as they are not made for the purpose of influencing his/her election to the House or Senate. AO 1980-29.

4. Other Transactions

Listed below are other types of transactions that are not contributions or expenditures by the candidate's committee and that are **not reportable by the campaign** (unless otherwise noted).

Honoraria[6]

An honorarium paid to a candidate, who is also a Federal officeholder, for a speech, appearance or article, as well as reimbursed travel and subsistence costs and any agent's fees related to the speech, appearance or article, are not considered contributions (or expenditures). 100.7(b)(19). Note, however, the Act sets a $2,000 limit on honoraria paid for each speech, appearance or article (excluding travel, subsistence and agent's fees). There is no annual limit on honoraria. 110.12.

Funds Donated to Office Account[7]

Funds donated to an office account to support the activities of a Federal or State officeholder are not contributions (or expenditures). If, however, contributions to or expenditures from an office account are made for the purpose of influencing a Federal election, they are subject to the Act's limitations and reporting requirements. Furthermore, if a corporation or labor organization donates funds to an office account, no funds from the account may be transferred to a political committee account or used in connection with a Federal election. 113.3(b) and 113.4.

Candidate's Routine Expenses

Routine living expenses of the candidate paid by the candidate from personal funds are not expenditures (or contributions). 100.8(b)(22).

Coattail Support

When candidates (including those for local and State offices) pay for certain campaign materials (e.g., pins, bumper stickers, brochures) that include information on or reference to a candidate for Federal office, the payments for the materials are neither contributions to that candidate nor expenditures by his/her campaign as long as the materials are:

- Used in connection with volunteer activities;
- Not used for general public political advertising; and
- Paid for from funds that are permissible under the Act. 100.7(b)(16) and 100.8(b)(17).

Payments for campaign materials may be reportable by the committee of the candidate who pays for them.

Party Spending

Certain expenditures by State and national *party committees** on behalf of a candidate for a general election do not count as either contributions to or

* *See Definitions in Appendix A.*

[6] *Members of the House and Senate should also consult House and Senate rules.*

[7] *Members of the House and Senate should also consult House and Senate rules.*

expenditures by the candidate's campaign. 100.7(b). (See "Party Expenditures," page 9.)

Independent Expenditures

*Independent expenditures** made by an individual or group on behalf of a candidate for Federal office do not count as either contributions to or expenditures by the candidate's campaign. 109.1(a) and 109.2.

Volunteer Activity

Certain types of volunteer activity conducted in accordance with the rules described under "Volunteer Activity" (page 8) do not count as either contributions to or expenditures by the candidate's campaign.

Testing the Waters

Funds received or payments made to help an individual decide whether to become a candidate (such as payments for polling) are neither contributions nor expenditures if the individual does **not** become a candidate. If the individual becomes a candidate, however, the funds received and payments made count as contributions and expenditures and must be reported retroactively. 100.7(b)(1) and 100.8(b)(1). (See "Individual Becomes Candidate," below.) The testing-the-waters exemption does not include funds received or payments made for general public political advertising or funds collected for use after the individual becomes a candidate.

Starting the Campaign

1. Individual Becomes Candidate

An individual becomes a candidate for Federal office (and thus triggers registration and reporting obligations under the Act) when his or her campaign exceeds $5,000 in either contributions or expenditures. The threshold is reached when any one of the following circumstances occurs:

Receives Contributions or Makes Expenditures

The individual receives contributions **or** makes expenditures, either of which aggregate over $5,000. 100.3(a)(1).

Exception: Testing the Waters
Note, however, that payments made to determine whether an individual should become a candidate (such as expenses for polling) do not alone trigger candidate status. **Financial records of such activities should nevertheless be maintained because, if the beneficiary of such precandidacy activity becomes a candidate,** the payments for the polls are considered contributions (subject to the Act's limits and prohibitions) and/or expenditures and must be reported with the first report filed by the candidate's principal campaign committee. 100.8(b)(1).

An individual may finance a variety of activities to test the feasibility of a potential candidacy for Federal office as long as the activities do not entail public political advertising (e.g., T.V. or newspaper ads) or represent the establishment of a campaign organization. If an individual moves beyond deciding whether or not to become a candidate and begins to plan activities to heighten his or her political appeal, he/she would become a candidate. Activities conducted over a protracted period of time might suggest, for example, campaign activity rather than testing-the-waters activity. See AOs 1981-32, 1982-3 and 1982-19.

Example
Mr. Jones is interested in running for Congress, but is unsure whether he has enough support within his District to make a successful bid. He therefore accepts up to $1,000 from each of several friends to pay for an opinion poll. The results of the poll indicate good name recognition in the community, and Jones decides to run. On the first report Jones files after he becomes a candidate (i.e., after he either receives contributions or makes expenditures which exceed $5,000), he must report the donations from his friends as "contributions" and the costs of the poll as an "expenditure." Had Jones not become a candidate, he would have had no obligation to report these financial transactions, and the donations made to help him pay for the poll would not have counted as contributions.

Authorizes Campaign Activity

The individual authorizes another person to accept contributions or make expenditures on his/her behalf, and the authorized person receives contributions or makes expenditures which exceed $5,000. 100.3(a)(2).

Fails to Disavow Campaign Activity

The individual fails to write the Commission a letter disavowing unauthorized campaign efforts on his/her behalf within 30 days after being notified by the FEC that another person has received contributions or made expenditures of more than $5,000 on the individual's behalf. 100.3(a)(3).

Reaches Aggregate Threshold

The individual and other persons (described in the two paragraphs above), in any combination, together raise or spend in excess of $5,000 on the individual's behalf. 100.3(a)(4).

2. Candidates and Committees Register

All forms for registration are available from the Office of Public Communications, Federal Election Commission, Washington, D.C. 20463 or by calling, toll free, 800/424-9530. Printed on the back of each FEC form are detailed line by line instructions on how to fill out the form. (See Part Two.)

* *See Definitions in Appendix A.*

Candidate

Within 15 days after an individual becomes a candidate, he/she must designate a *principal campaign committee** as the principal committee to receive contributions and make expenditures on the candidate's behalf. This designation must be made in writing by filing[1] a Statement of Candidacy (FEC Form 2) or by filing a letter with the same information (i.e., the individual's name and address, the District and/or State in which Federal office is sought, the name and address of his/her principal campaign committee and the committee's campaign depository.) 101.1 (a).

Principal Campaign Committee

Within 10 days after it has been designated by the candidate, each principal campaign committee must file a Statement of Organization (FEC Form 1) with either the Secretary of the Senate or the Clerk of the House as appropriate. The Statement must identify the committee's treasurer, bank depositories, all other committees authorized by the same candidate and other pertinent information. 102.1(a) and 102.2(a).

Name of Committee
The name of the principal campaign committee must include the name of the candidate it is supporting. 102.14(a).

Treasurer Required
Each principal campaign committee must have a treasurer; no contribution or expenditure may be made or accepted when there is a vacancy in that office. An assistant treasurer, who would act as treasurer in the event of a vacancy, may be designated on the committee's Statement of Organization. 102.7.

No Support of Other Candidates
A principal campaign committee may not support (or ever have supported) more than one candidate. It may, however, be authorized as a joint fundraising committee by several candidates who engage in joint fundraising activity. 102.13(c)(1). ("Support" does not include contributions aggregating $1,000 or less per election made to another candidate's authorized committee. 102.13(c)(2).)

Campaign Depositories
The principal campaign committee must designate at least one campaign depository where all contributions are deposited and from which all expenditures (except those from a petty cash fund) are made through a checking account. State banks, national banks or depository institutions insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation or the National Credit Union Administration may be designated as depositories. 103.2 and 103.3.

Identification Number
The principal campaign committee is given an identification number only after the Statement of Organization is filed. 102.2(c).

Other Authorized Committees

Any other committee authorized by the candidate (in addition to the principal campaign committee) to receive contributions or make expenditures on the candidate's behalf must also register. Registration involves three distinct steps:

Action by Candidate
The candidate designates the authorized committee by filing a written statement with the principal campaign committee. This designation may be made by letter or by filling in the appropriate lines on the Statement of Candidacy. (FEC Form 2). 101.1(b).

Action by Authorized Committee
Within 10 days after being designated, the authorized committee must file a Statement of Organization (FEC Form 1) with the principal campaign committee of the candidate it supports. 102.1(b).

All other registration requirements listed under "Principal Campaign Committee" (above) also apply to the registration of any other authorized committee.

Action by Principal Campaign Committee
The principal campaign committee, in turn, files both the Statement of Candidacy and the Statement of Organization with the Secretary of the Senate or the Clerk of the House of Representatives as appropriate. (Statements should not be filed directly with the FEC.) 101.1(b) and Part 105.

3. Amending the Registration

Committees must report any change or correction in their registration (such as change in officers, address, office sought, bank depositories or date of elections) by writing a letter or filing an amended Statement of Organization signed by the treasurer. Any such change must be reported within 10 days after it is made. 102.2(a)(2).

* *See Definitions in Appendix A.*

[1] *All documents and reports must be filed with either the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate, and copies must be filed with the Secretary of State or appropriate elections official in the State in which the candidate seeks office. Statements should not be filed directly with the Federal Election Commission. Part 105. (See "Where Reports Are Filed," page 13.)*

Assessing Campaign Resources

Under the Federal Election Campaign Act, candidates and their authorized committees may use a variety of resources. Note, however, that the use of these resources is subject to certain limitations and prohibitions outlined below.

1. Contributions

Individuals, partnerships, political committees and other groups may make *contributions** directly to the candidate's authorized committee or agent or to another political committee, person or group supporting the candidate. 100.7(a). Candidate committees must report contributions they receive. 104.3(a). (The individual making the contribution has no reporting responsibility.) They must also be sure not to accept contributions which violate the Act's limitations or prohibitions.[1] Part 110, 114.2 and 115.2.

Prohibited Contributions

The Act prohibits certain types of contributions. The prohibitions listed below apply equally to all contributions made to candidates for Federal office, to political committees supporting them and to any *person** who makes a contribution to or an *independent expenditure** on behalf of a candidate for Federal office.

Corporations, Labor Organizations and Banks
Contributions made from the treasuries of national banks, corporations and labor organizations are prohibited. 114.2. However, contributions may be made from *separate segregated funds** (i.e., political action committees or PACs) established by corporations, labor organizations or national banks. 114.5.

Government Contractors
Contributions from Federal Government contractors are prohibited. 115.2. This prohibition applies to contributions made by individuals or sole proprietors who have entered into contract with the Federal Government. It does not apply, however, to personal contributions of employees, partners, shareholders or officers of businesses with Government contracts; nor does it apply to separate segregated funds established by corporations or labor organizations with Government contracts. 115.4, 115.5 and 115.6.

Foreign Nationals
Contributions from foreign nationals who have not been granted permanent residence in the United States (i.e., those without green cards) are prohibited. 110.4(a).

Cash Contributions
Cash contributions (currency) from one person, which, in the aggregate, exceed $100 per candidate for the entire campaign period are prohibited.[2] 110.4(c).

Contributions in the Name of Another
Contributions made by one person in the name of another person are prohibited. 110.4(b).

Contribution Limits

Under the Act, individuals and groups are limited in the amounts they may contribute to candidates for Federal office, to political committees which support them or to any committee making an independent expenditure on behalf of a candidate for Federal office. 110.1, 110.2 and 110.3. The limitations apply to any type of contribution, including contributions of money, contributions of goods and services, loans, endorsements of loans, etc. Candidate committees may not accept contributions that exceed the donor's contribution limit. 110.9(a). For specific limits, see the Chart on Contribution Limits in Appendix B.

2. Volunteer Activity

Subject to the limitations listed below, individuals may also volunteer their services and goods, without counting such activity as a contribution. Volunteer activity does not have to be reported. However, the value of any activity exceeding the limits listed below must be reported by the candidate's committee as an in-kind contribution, which counts against the volunteer's contribution limits.

Personal Services

An individual may volunteer any personal service provided he or she is not compensated for the service by any other committee, individual or organization. 100.7(b)(3).

Activities in Home

For campaign-related activities, an individual may provide the use of his/her home or the recreation room of his/her residential complex, provided that the room is available without regard to political affiliation. Any nominal fee charged for the room is not considered a contribution. 100.7(b)(4).

Activities in Church or Community Room

An individual volunteer may obtain the use of a church or community room for campaign-related activity provided that the room is generally used by all members of the community, without regard to political affiliation, for noncommercial purposes. Any nominal fee paid for the room is not considered a contribution. 100.7(b)(5).

Food, Beverages and Invitations

An individual may spend up to $1,000 per candidate, per election, for food, beverages and invitations in connection with campaign-related activity conducted in his/her home or in a church or community room (as specified in the two paragraphs above). 100.7(b)(6).

Travel

An individual may spend up to $1,000 per candidate, per election, for his/her own travel expenses related to the campaign. 100.7(b)(8).

* *See Definitions in Appendix A.*

[1] *If a candidate committee receives contributions from a group that is not a registered committee, the candidate committee has the responsibility to verify that the funds are not from corporations, labor organizations or foreign nationals. FEC Directive 19, September 12, 1980.*

[2] *If a candidate's authorized committee receives an anonymous contribution of currency, the committee may use up to $50 of that contribution for campaign-related activities. Any amount exceeding $50 may be used only for other legal purposes* **not** *relating to the Federal election campaign or candidate (e.g., donation to charity). 110.4(c)(3).*

Living Expenses

An individual may spend any amount for his/her normal living expenses incurred while engaging in volunteer activity. 100.7(b)(8).

Vendor Discounts

A vendor, whether or not incorporated, may sell to a candidate's campaign, at cost, food and beverages to be used in connection with the campaign, as long as the cumulative value of the discounts does not exceed $1,000 per candidate, per election. 100.7(b)(7).

3. Independent Expenditures[3]

In addition to making contributions and volunteering, an individual or group may support candidates by making independent expenditures on their behalf. An independent expenditure is an expenditure for a communication expressly advocating the election or defeat of a *clearly identified candidate** which is **not** made with the cooperation or prior consent of, or in consultation with or at the request or suggestion of, any candidate or his/her authorized committees or agents. 109.1(a). There is no limit on the amount or frequency of independent expenditures, but they must be reported once they exceed $250 a year. A group of individuals acting in concert to collectively make independent expenditures that exceed $1,000 in a calendar year may be considered a political committee with registration and periodic reporting obligations. Any contribution to a political committee that makes independent expenditures on behalf of only one candidate is subject to the per candidate, per election, limitations. 110.1(h).

4. Party Support

Political parties may support candidates by contributing to them, making expenditures on their behalf and engaging in certain activities that may benefit candidates.

Party Contributions[4]

National Party Limit for House Candidates

A national party committee and its Congressional campaign committee may each contribute up to $5,000 to each House candidate, per election. 110.2(a)(1) and 110.3(b).

National Party Limit for Senate Candidates

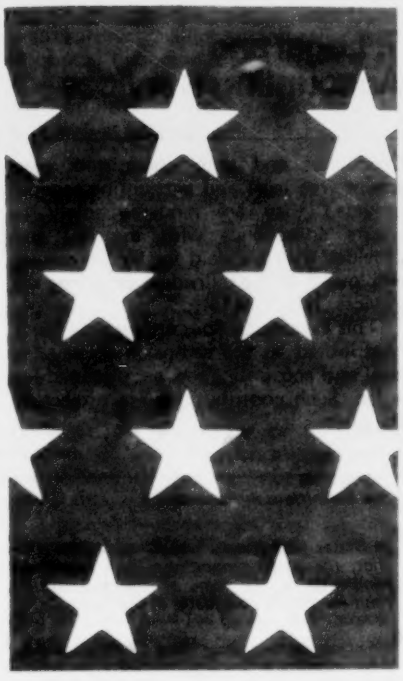
The national party committee together with its Senatorial campaign committee may contribute up to a combined total of $17,500 to each Senate candidate for the entire campaign period (involving, for example, a primary and a general election). 110.2(c).

State Party Limits

A State party committee may contribute to Senate and House candidates up to the maximum limit (either $1,000 or $5,000, depending on whether it qualifies as a *multicandidate committee**). One contribution ceiling applies collectively to each State party committee and all subordinate party committees (county, district or local). A subordinate party committee may, however, contribute under its own separate limit if the committee neither receives funds from nor makes contributions in cooperation with or at the suggestion of any other party unit. 110.3(b)(2).

Party Expenditures

In addition to making contributions to candidates, party committees or their designated agents may make certain expenditures in connection with the general election campaign of their party's nominees for the House and the Senate. (They may not, however, make independent expenditures in the general election. 110.7(b)(4).) These funds may be spent in cooperation with the candidate. The party committee – not the candidate – must actually make the expenditures and is responsible for reporting them. 110.7.



For example, a party committee could extinguish a candidate's $1,500 advertising bill by paying the advertiser directly. If, however, the party committee directly gave the candidate $1,500 to pay the bill, the money would be a contribution, **not** a party expenditure.

These party expenditures are limited. 110.7(b)(2). The expenditure limits are prescribed as a flat amount or are determined by a specific formula based on the Voting Age Population (VAP).[5] Each calendar year, the limits are adjusted by the average annual increase in the cost of living (Consumer Price Index) over the base year (1974).[6] The chart below lists the formulas used to determine party spending limits:

National Party Limits

- For each House candidate[7] – $10,000 (plus annual cost-of-living increase).
- For each Senate candidate – $20,000 (plus annual cost-of-living increase) or $.02 x State VAP (plus cost-of-living increase), whichever is greater.

The national committee and the House and Senate campaign committees of the same party share one expenditure limit. 110.7(b).

---

* *See Definitions in Appendix A.*

[3] *See also Appendix C on Independent Expenditures and Section 104.4 and Part 109 of the FEC Regulations.*

[4] *See Chart on Contribution Limits in Appendix B. When a State or local party committee, in conducting a voter registration or get-out-the-vote drive for a Presidential campaign, refers to a House or Senate candidate, the portion of costs allocable to that candidate is a contribution by the party committee on behalf of that candidate* **unless** *the reference is merely incidental to the overall activity. 100.7(b)(17) and 106.1(c)(3).*

[5] *The VAP is certified each year by the Secretary of Commerce.*

[6] *The Consumer Price Index is certified by the Secretary of Labor each year.*

[7] *In States having only one Congressional District, the party expenditure limit for House candidates is the same as the expenditure limit for Senate candidates in that State.*

State Party Limits

- For each House candidate[8] – $10,000 (plus annual cost-of-living increase).
- For each Senate candidate – $20,000 (plus annual cost-of-living increase) or $.02 x VAP (plus cost-of-living increase), whichever is greater.

All expenditures made on behalf of one candidate by the State party committee, including subordinate party committees (e.g., county, district or local), are subject to one ceiling. State and local party committees within a State may determine how to apportion the limit among the several committees. 110.7(c).

Campaign Materials

Any local or State party organization may pay for campaign materials (e.g., pins, bumper stickers, etc.) that are used in connection with volunteer activity on behalf of the party's nominee as long as the payments:

- Are not made for public political advertising or general public communication or direct mail;
- Are made from funds that are permissible under the Act; and
- Are not made from funds designated for a particular candidate.

These payments are not considered contributions or expenditures and are not reportable by the candidate's committee. 100.7(b)(15) and 100.8(b)(16).

Sample Ballot

A State or local party committee may prepare and distribute a sample ballot or printed list of three or more candidates for any public office provided no public political advertising is used. Public political advertising includes billboards, radio, T.V., newspapers and magazines. The payments are not considered contributions or expenditures and are not reportable by the candidate's committee. 100.7(b)(9) and 100.8(b)(10).

5. Coattail Support

Another candidate (for any local, State or Federal office) or his/her authorized committee may pay for campaign materials that include information on or reference to a candidate for Federal office as long as the materials are:

- Used in connection with volunteer activities;
- Not used for public political advertising or direct mail; and
- Paid for from funds that are permissible under the Act.

These payments are not considered contributions or expenditures on behalf of the candidate who is incidentally named in the materials; that candidate's committee, therefore, has no obligation to report the payments. 100.7(b)(16) and 100.8(b)(17).

6. Candidate's Personal Funds

House and Senate candidates may use *personal funds** for campaign purposes without limit. The use of personal funds must, however, be reported. 110.10.

7. Legal and Accounting Services

Candidates and their committees may accept free legal and accounting services provided they are rendered solely to ensure compliance with the Act and provided they are paid for by the regular employer[9] of the individual rendering the services. 100.7(b)(14).

This exemption does not include funds contributed to the campaign to pay for legal and accounting services obtained for a fee. Such contributions are subject to the limits.

** See Definitions in Appendix A.*

[8] In States having only one Congressional District, the party expenditure limit for House candidates is the same as the expenditure limit for Senate candidates in that State.

[9] The "regular employer" may be a partnership, a corporation or any other person.

Conducting the Campaign

1. Fundraising

Candidate as Agent of Committee

Any candidate who makes a campaign finance transaction is regarded as an agent of his/her committee. Such a transaction must be reported by the principal campaign committee. 101.2 and 102.7(d).

Treasurer Required

Each political committee must have a treasurer. No contribution may be accepted and no expenditure may be made if there is a vacancy in the office of treasurer. The committee may designate, on its Statement of Organization, an assistant treasurer to assume the treasurer's duties during a temporary or permanent absence of the treasurer. 102.7.

Authorization Notice

Fundraising materials must include a notice indicating they have been paid for and authorized by the campaign. (See "Advertising," page 11.)

Campaign Worker's Responsibilities

Every campaign worker who receives contributions on behalf of a candidate must forward them within 10 days to the treasurer of the authorized committee. 102.8(a). The campaign worker must also provide the following additional information:

- For contributions of more than $50: contributor's name and address, date of contribution's receipt, and amount.
- For contributions of more than $200: complete identification of contributor (full name, mailing address, occupation and name of employer), contribution's date of receipt, and amount.

For reporting purposes, contributions are received on the date the campaign worker actually receives them. 102.8.

Depositing Funds

All contributions, regardless of amount, must be deposited in a checking account of the designated *bank** depository within 10 days after they have been received by the treasurer of the authorized committee. 103.3(a).

Illegal Contributions

A contribution which appears to be illegal must, within 10 days, either be:

- Returned to the contributor, or
- Deposited in the campaign depository. In this case, the committee must report the contribution, keep records noting the basis for concern, and try to determine the legality of the contribution. A statement noting that the legality of the contribution is in question should be included in the report. If, within reasonable time, the treasurer cannot determine whether or not the contribution is legal, he or she must return it and report the refund on the next scheduled report. 103.3(b).

Collections and Ticket Sales

The full purchase price of a ticket to a fundraising event (e.g., concert, dinner, etc.) and the entire amount paid for a fundraising sale item count as contributions. 100.7(a)(2).

Joint Fundraising

Candidates and their committees may engage in joint fundraising with other candidates and political committees. 102.6 and 110.3(a)(2)(i). For more information on joint fundraising procedures, contact the Federal Election Commission.

2. Traveling

Travel Paid by Campaign

Campaign-related travel by the candidate or committee staff is reportable as an expenditure if it is paid by the committee or from the candidate's personal funds. 106.3(a) and 106.3(b)(1).

Travel Paid by Individual

An individual may spend up to $1,000 per candidate, per election, for his or her own travel expenses related to the campaign. When, however, an individual's travel costs exceed $1,000 per election, the amount exceeding $1,000 counts as an in-kind contribution from the individual and, as such, must be reported by the candidate's committee. 100.7(b) (8).

Allocating Travel Costs[1]

When a candidate makes a trip involving both campaign and noncampaign stops, only the travel costs related to the campaign are expenditures. The amount reported as an expenditure is the cost to and from the campaign-related stop (i.e., the stop where the candidate conducts campaign-related activity). 106.3(b)(2).

Travel to and from Washington, D.C.[2]

Costs for travel between Washington, D.C. and the State or Congressional District in which an individual is a candidate are not reportable unless paid for by the candidate's authorized committee or another political committee, or by the candidate in connection with campaign-related travel (see "Travel Paid by Campaign," above). 106.3(d).

3. Advertising[3]

Advocacy and Solicitations

When a communication expressly advocates the election or defeat of a *clearly identified candidate** or solicits contributions (through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing or any other type of general public political advertising), it must clearly and conspicuously display one of the following authorization notices,[4] as appropriate:

Authorized and Financed by Candidate's Authorized Committee
If a communication is authorized and financed by the campaign (e.g., the candidate or his/her authorized political committees or agents), the communication must state that it has been paid for by the committee.

Example: *Paid for by the John Doe for Congress Committee.*

Note that where a candidate or his/her committee is paying for or furnishing the material, authorization by the candidate is assumed and need not be specifically stated.

Authorized but Not Financed by Candidate's Authorized Committee
If a communication is authorized by the campaign but paid for by another person, the communication must identify the person who has paid for it and state that it has been authorized by the candidate or the candidate's committee.

Example: *Paid for by the XYZ Committee and authorized by the John Doe for Congress Committee.*

Not Authorized and Not Paid for by Candidate's Authorized Committee
If a communication is not paid for and not authorized by the campaign, the communication must identify the person who has paid for it and state that it has not been authorized by the candidate or the candidate's committee. 2 U.S.C. §441d(a).

Example: *Paid for by the XYZ Committee and not authorized by any candidate.*

Rates for Political Ads

Rates charged by newspapers and magazines for political advertising by candidates and their campaigns must be comparable to those charged for noncampaign purposes. 110.11(b).

4. Using Consultant Services

Candidates and their committees may use many kinds of consultant services, including pollsters, advertising experts, fundraisers and advisors on management techniques. Such services may be provided in a variety of ways, each of which entails a different set of restrictions and reporting requirements.

Services as In-Kind Contribution

If a committee or individual pays for consultant services on behalf of a candidate, the candidate's principal campaign committee must report the full value of such services (i.e., the usual and normal charge) as an in-kind contribution from

* *See Definitions in Appendix A.*

[1] *Members of the House and Senate should also consult House and Senate rules.*

[2] *Members of the House and Senate should also consult House and Senate rules.*

[3] *Campaigns should also consult the Communications Act and the regulations and policies issued by the Federal Communications Commission.*

[4] *These notices are not required on bumper stickers, pins, buttons or similar small items. 110.11(a)(2).*

the person who pays for them. 100.7(a)(3) and 104.13. Consultant fees paid by a committee or individual on behalf of a candidate may not exceed the appropriate contribution limit. (See Chart on Contribution Limits in Appendix B.) If the candidate is one of several candidates benefiting from consulting services paid for by another committee or individual, the candidate must count as an in-kind contribution a share of the consultant's fee proportionate to the benefit expected to be derived. 106.1. Candidates using opinion polls should consult 106.4 of the Regulations.

Services as Volunteer Activity

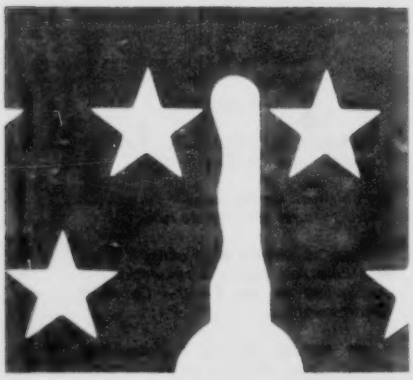
An individual may volunteer free consulting services to a candidate without limit, provided his or her services are not compensated by anyone. No reporting is required. 100.7(b)(3).

Services as Expenditure by Candidate

The candidate's principal campaign committee may hire a consultant, pay his or her fees and report the consultant fees as expenditures. 100.8(a)(1).

Services as Party Activity

A party committee may hire a consultant to work for a candidate and count the salary either as an in-kind contribution to the candidate (subject to the contribution limits) or as a party expenditure if made on behalf of the candidate in connection with the general election (subject to special party expenditure limits, p. 9). As an in-kind contribution, the services must be reported as both a contribution and expenditure by the candidate's principal campaign committee. As a party expenditure, the services need not be reported by the candidate (but must be reported by the party committee). 110.7.



Keeping Records

Committee treasurers are responsible for keeping records, including copies of statements, reports and other pertinent records, for three years after a report or statement is filed. 102.9(a) and 104.14 (b).

1. Recording Contributions

Although the Act requires committees to keep records of contributions only, **all** receipts must be **reported**. Therefore, keeping records of all receipts will help the committee fulfill its reporting obligations. Furthermore, designing the recordkeeping system to conform to those categories in which receipts and disbursements must eventually be reported will also facilitate reporting.

Total Contributions

Records must show figures for total contributions.

Identification of Contributions

Contributions Exceeding $50
Records must identify each contribution of more than $50 by date and amount of contribution and by the donor's name and address.

Contributions Aggregating Over $200
Records must identify each contribution aggregating more than $200 per calendar year from the same person by date and amount of contribution and by the donor's name and address, plus the donor's occupation and the name of the donor's employer. In the case of a person who has already contributed an aggregate of more than $200 per calendar year, all of his or her subsequent contributions must be identified in the same way. Records must indicate the date and amount of each such contribution, the donor's name, address and occupation and the name of the donor's employer.

Contributions from Political Committees
Records must identify all contributions from political committees, **regardless of amount**, by date and amount of the contribution and by the name of the committee. 102.9(a).

Identification of Transfers

Records must identify each transfer of funds from another committee authorized by the same candidate, **regardless of amount**, by date and amount and by the name and address of the transferring committee. 104.3(a)(4)(iii)(A).

2. Recording Disbursements

Total Disbursements

All disbursements (except from a petty cash fund) must be drawn by check or similar draft from the campaign depository. 102.10 and 103.3(a). Records must show figures for total disbursements.

Petty Cash Disbursements

A written record of petty cash disbursements must be kept if a petty cash fund is maintained. Payments from petty cash to one person for one purchase or transaction may not exceed $100. 102.11.

Identification of Disbursements

All Disbursements
Each disbursement must be identified by date and amount, name and address of payee and purpose (i.e., a brief description of why the disbursement was made, such as dinner expenses, salary, phone bank, etc.). 102.9(b) and 104.3(b)(4)(i)(A).

Disbursements Exceeding $200
In addition, for each single disbursement that exceeds $200, the committee must also keep a receipt, invoice or canceled check. 102.9(b)(2).

Credit Card Transactions
For all credit card transactions, a monthly billing statement or customer receipt for each transaction is required as well as the canceled check used to pay the account. 102.9(b)(2)(ii).

Credit Union or Share Draft Account
Carbon copies of share drafts or checks drawn on credit union accounts may be used as records, provided that the monthly account statement showing that the draft or check was paid by the credit union is also retained. 102.9(b)(2)(iii).

Filing Reports

1. Who Reports

Each treasurer of a political committee must file periodic reports until all debts relating to the Federal election are extinguished and the committee has filed a termination report. 104.1(a). (See page 18.)

Note that the candidate has no personal reporting obligation. If the candidate receives contributions or makes expenditures, they are reported by the principal campaign committee.

2. Where Reports Are Filed

Principal campaign committees must file all reports and statements simultaneously with the appropriate Federal and State officials, as listed below. 105.1, 105.2 and 108.3. Authorized committees (other than principal campaign committees) must file their reports and statements with the principal campaign committee. 108.4.

Filing with Federal Government

Principal campaign committees of House and Senate candidates should not file reports with the Federal Election Commission, but with the offices listed below.

House Reports
Principal campaign committees of **House candidates** must file all reports and statements with the Clerk of the House, Office of Records and Registration, 1036 Longworth House Office Building, Washington, D.C. 20515. 105.1.

Senate Reports
Principal campaign committees of **Senate candidates** must file all reports and statements with the Secretary of the Senate, Senate Public Records, 119 D Street, N.E., Washington, D.C. 20510. 105.2.

Filing with State Government

All principal campaign committees must file a copy of every report and statement with the Secretary of State or the appropriate elections official of the State in which the candidate seeks Federal office. 108.5 and 2 U.S.C. §439(a)(2)(B).

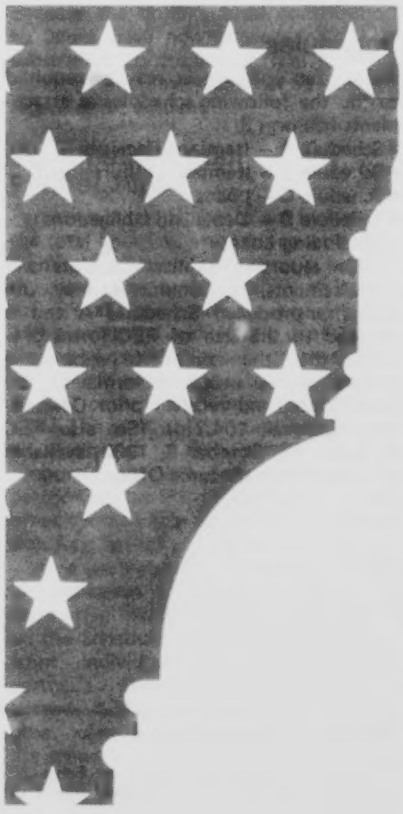
Filing with Principal Campaign Committee

Each authorized committee (other than than the principal campaign committee) must file its reports and statements with the principal campaign committee of the candidate it supports. The principal campaign committee, in turn, files these statements and reports (accompanied by the consolidated report – FEC Form 3Z) with either the Clerk of the House or the Secretary of the Senate, as appropriate, and with the appropriate State elections official. 104.3(f).

3. Public Inspection of Reports

Availability at FEC

All reports are available in the FEC's Office of Public Records for public inspection and copying.



Use of Information

Information copied from reports may not be sold or used to solicit contributions or for other commercial purposes, except that the names and addresses of political committees may be used to solicit contributions. 104.15(a).

Pseudonyms

To determine whether reported contributor names are unlawfully being copied and used, political committees may use pseudonyms. Such use, however, is limited and must follow the specific procedures described in Section 104.3 (e) of the Regulations.

4. When Reports Are Filed

During an Election Year

Quarterly Reports
Once an individual has qualified under the Act as a candidate, quarterly reports must be filed during an election year, regardless of amounts received or expended by the committee. Quarterly reports must be filed by the 15th day after the close of each calendar quarter (April, July and October); the fourth quarter (January year-end) report must be filed by January 31 of the following year. 104.5(a)(1)(iii).

Pre-Election Reports
Pre-primary and pre-general election reports must be filed 12 days before the election. If sent by registered or certified mail, the report must be postmarked no later than the 15th day before the election. The report must be complete as of the 20th day before the election. 104.5 (a)(1)(i).

Post-Election Reports
Post-primary reports are **not** required. Post-general election reports must be filed 30 days after any general election in which the candidate seeks election. The report must be complete as of the 20th day after the general election. 104.5(a)(1)(ii).

During a Nonelection Year*

Two semiannual reports are required during a nonelection year. The first report, covering January through June, must be

** See Definitions in Appendix A.*

filed by July 31. The second report, covering July through December, must be filed by January 31 of the following calendar year. 104.5(a)(2)(i).

Special Elections*

Filing dates for special elections will be established and published by the Federal Election Commission. The Commission will notify the principal campaign committees of all candidates on the ballot in such elections. 104.5(h).

Last-Minute Contributions

Any contribution of $1,000 or more received by an authorized committee between 2 and 20 days before an election must be reported in writing by the recipient committee within 48 hours after it is received. 104.5(f).

5. Reporting Waivers

Quarterly Report

Quarterly reports may be waived only if a pre-election report is due during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter. 104.5(a)(1)(iii).

Regularly Scheduled Report—Special Election

If a regularly scheduled report is due from a committee within 10 days of the date the special election report is due, the regular report is waived. 104.5(h)(2).

6. Forms

Reports required of authorized candidate committees must be filed on appropriate FEC forms, which are available from the FEC's Office of Public Communications.

Form 1: Statement of Organization

Form 1 is a registration form used by all political committees, including principal campaign committees and other authorized committees. 102.1(a).

Form 2: Statement of Candidacy

Form 2 is a registration form used by all Federal candidates to designate the principal campaign committee and other authorized committees. 101.1.

Form 3: Report of Receipts and Disbursements by Authorized Committees[1]

Form 3 is a reporting form used each reporting period by authorized committees to report all campaign receipts and disbursements. Committees may also use this form as a Termination Report by checking the appropriate box on the front page. 104.2(e)(2).

Form 3Z: Consolidation Report for Principal Campaign Committees

Form 3Z is a reporting form used to consolidate receipts and disbursements reported by the principal campaign committee, the candidate and other committees authorized by the candidate. This form must be submitted by the principal campaign committee, together with its own reports and those of all other authorized committees. Form 3Z is not used, however, if the principal campaign committee is the candidate's only authorized committee. 104.3(f).

Schedules

Authorized committees may be required to file the following schedules as attachments to Form 3.

- Schedule A – Itemized Receipts
- Schedule B – Itemized Disbursements
- Schedule C – Loans
- Schedule D – Debts and Obligations (Excluding Loans)

For reporting itemized receipts and disbursements, a committee may use computer-produced Schedules A and B reduced to the size of FEC forms provided that the committee submits a sample of the proposed format to the Commission and receives prior Commission approval. 104.2(d). (See also FEC Directive 37, October 6, 1980, available from the Public Records Office.)

** See Definitions in Appendix A.*

[1] Presidential candidates report on Form 3P, and all other political committees report on Form 3X.

Filling Out Form 3

All receipts and disbursements are reported on Form 3. Information must be reported under one of several different categories (e.g., contributions from political committees or loans from individuals). If a committee has receipts and disbursements that must be itemized, it must fill out a separate schedule for each category and then enter the total of itemized plus unitemized receipts or disbursements on the corresponding line of the Form 3 Detailed Summary Page. Special reporting instructions for each category are outlined below. For more detailed instructions, consult the line-by-line instructions on the back of each form. Part Two contains samples of completed FEC forms.

1. Cash on Hand

Cash on Hand—First Report

Cash on hand is any money which the committee has in its possession at the time of its registration. It is subject to all the contribution limits, prohibitions and disclosure requirements of the Act. The

original donors of cash on hand must be reported on the first report filed. If, however, the cash on hand is a transfer or a carry-over of excess funds from a committee authorized by the same candidate for a previous campaign for Federal office (occurring in 1972 or later), the original donors of those funds need not be identified. 104.3(a) and 104.12.

Cash on Hand—Subsequent Reports

The amount of cash on hand at the beginning of each reporting period is disclosed on each report. Cash on hand includes all funds deposited in banks and depositories, traveler's checks, petty cash, certificates of deposit, treasury bills and any other committee investments valued at cost. 104.3 (a)(1).

2. Receipts

Itemized information on receipts (i.e., the date and amount of the contribution, as well as the donor's name, address, occupation and employer) must be reported on Schedule A. For reporting purposes only, receipts are divided into several categories. A separate schedule should be used for each category, as noted below.

Contributions from Individuals —Unitemized

Contributions aggregating less than $200 per year from individuals are reported as a memo entry and are included in the total figure for contributions on Form 3, Detailed Summary Page.

Contributions from Individuals —Itemized

Contributions of more than $200 from individuals must be itemized on Schedule A. **Itemized information must include the date and amount of the contribution, as well as the donor's name, address, occupation and employer.** When several contributions from the same person aggregate more than $200 a year, each contribution (regardless of amount) received thereafter in the same year from the same person must be itemized as described above. All itemized contributions from the same person during a calendar year must be listed under the same name. In addition, next to each itemized entry, the report must indicate total aggregate year-to-date contributions made by the same donor. 104.3(a)(3)(i), 104.3(a)(4)(i) and 104.8.

For example, suppose an individual contributes $100 to Candidate Jones in each quarter of an election year. In this situation, the candidate's reporting obligation would be as follows:

First Quarter
Because the amount contributed to Jones ($100) is less than $200, the contribution would be included as a memo entry under total unitemized contributions on Form 3, Detailed Summary Page.

Second Quarter
The donor contributes another $100 but the total amount contributed to Candidate Jones ($200) is not **in excess** of $200, so again the contribution would be included under total unitemized contributions.

Third Quarter
Again, the donor contributes $100. The total amount contributed ($300) now aggregates in excess of $200. Schedule A must now be used to itemize the $100 contribution and to report the donor's aggregate year-to-date contributions ($300 total).

Fourth Quarter
Because the donor's total contributions to Jones have now exceeded $200, all subsequent contributions from the same donor in the same year must be itemized, **regardless of amount.**

Contributions from Partnerships

Partnership contributions are included in the total figure reported for contributions from individuals. A partnership is under the same contribution limit as an individual ($1,000 per candidate, per election). 110.1(e)(3). In addition, a contribution from a partnership counts proportionately against each contributing partner's $1,000 contribution limit for that election. The partnership contribution may be attributed to each partner in direct proportion to his/her respective share of partnership profits, or according to some other formula that conforms to Commission Regulations at 110.1(e)(2).

If a partnership contribution exceeds or aggregates in excess of $200, the committee must itemize the contribution on the Schedule A used for contributions from individuals. Additionally, if a partner's share of the contribution exceeds $200 when combined with all other contributions from that partner, the committee must disclose as a *memo entry** itemized information on the partner (name and home address, employer, occupation, date of the contribution, the partner's share of the contribution and the aggregate year-to-date total of contributions made by the partner).

Contributions from Political Committees

All contributions from political committees, **regardless of amount**, must be itemized on Schedule A. 104.3(a)(3)(iii) and (iv) and 104.3(a)(4)(ii).

Contributions from the Candidate

All contributions from the candidate which aggregate more than $200 during a calendar year must be itemized on Schedule A. 104.3(a)(3)(ii).

In-Kind Contributions

*In-kind contributions** are reported as both contributions and expenditures. Rules concerning itemized contributions (above) apply equally to all in-kind contributions. If an in-kind contribution, when added to all other contributions from the same source, exceeds $200, it must be itemized on both Schedules A and B. In-kind contributions from political committees must be itemized regardless of amount. Contributions of goods are valued at the usual market price; services are valued at the piecework or hourly rate. 100.7(a)(1)(iii)(B) and 104.13. For special reporting requirements governing the donation of goods which are later sold for profit by the committee, consult section 104.13(b) of the Regulations.

Earmarked Contributions*

When a person gives funds to a political committee or other person with instructions earmarking the contribution for a specific candidate, the recipient committee must identify each conduit through which the earmarked contribution passed. Additionally, the recipient committee must fully itemize any earmarked contribution that, when combined with other contributions from the same donor, exceeds $200 per year. 110.6(c)(3).

Transfers

*Transfers** of funds between committees authorized by the same candidate are unlimited. 102.6(a). All such transfers, however, must be itemized on Schedule A, **regardless of amount,** and must include the date and amount of each transfer. 104.3(a)(3)(vi) and 104.3(a)(4)(iii)(A).

* *See Definitions in Appendix A.*

Loans Received

General Reporting Procedures

- All loans received, **regardless of amount,** must be itemized. Itemized information must include the name, address, occupation and employer of the lender and any endorser or guarantor, the date the loan was made and the amount and terms of the loan. 104.3(a)(3)(vii) and 104.3(a)(4)(iv).
- At the end of the reporting period in which the loan was received, the committee must itemize the loan on Schedule A and Schedule C. 104.3(d).
- At the end of each subsequent reporting period, and until the balance of the loan is fully repaid, the committee must continue to itemize the outstanding balance of the loan on Schedule C. 104.3(d).

Bank Loans

A loan made by a *bank** does not count as a contribution if it is made according to applicable banking laws and in the ordinary course of business, i.e., if it:

- Bears the bank's usual and customary interest rate for the category of loan involved;
- Is made on a basis which assures repayment;
- Is evidenced by a written instrument; and
- Is subject to a due date or amortization schedule. 100.7(b)(11).

Although they are not contributions, all such loans must be reported according to the general procedures described above.

Endorsements and Guarantees of Loans

Endorsements and guarantees of loans, including those made by the candidate's family to his/her campaign, do count as contributions to the extent of the outstanding balance of the loan. Information on each endorser or guarantor must be itemized on Schedule C. If a loan is endorsed or guaranteed by the candidate, itemized information on the candidate must be included on Schedule A as well as Schedule C. 100.7(a)(1)(i)(C), 104.3(a)(3)(vii)(B) and 104.3(a)(4)(iv).

Private Loans

Loans made by individuals, groups and committees count as contributions until they are retired and are itemized on Schedules A and C according to the general reporting procedures described above.

Refunds, Rebates and Returns

Refunds, rebates and returns of deposits (such as the return of a telephone deposit) are reported as offsets to operating expenditures on Form 3, and those aggregating over $200 from the same source must be itemized on Schedule A. 104.3(a)(3)(ix) and 104.3(a)(4)(v).

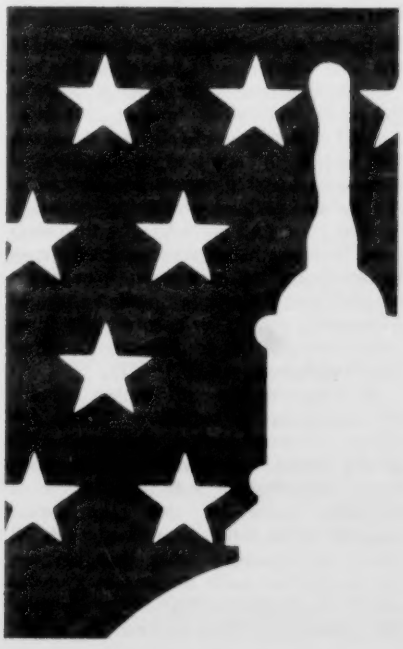
Other Receipts

"Other Receipts," which include interest, dividends and the sale of committee assets such as office equipment, are reported on Form 3. Other receipts aggregating over $200 per year from the same source must be itemized on Schedule A. 104.3(a)(3)(x) and 104.3(a)(4)(vi).

3. Disbursements

Certain disbursements must be itemized on Schedule B, according to the rules listed below. **Itemized information includes the name and address of the individual or organization to whom the disbursement was made, as well as the date, amount and "purpose" of the disbursement.** "Purpose" means a brief description of why the disbursement was made (e.g., dinner expenses, salary, phone banks, etc.).[1]

For reporting purposes, disbursements are divided into several categories. A separate Schedule B should be used for each category. Each of the following categories of disbursements has some additional reporting requirements.



Operating Expenditures

Operating expenditures that exceed $200 or aggregate over $200 per year to the payee must be itemized on Schedule B. In addition, in-kind contributions itemized on Schedule A are again itemized as expenditures on Schedule B. 104.3(b)(2)(i) and 104.3(b)(4)(i).

Transfers to Authorized Committees

Each transfer made by the principal campaign committee to another authorized committee must be itemized on Schedule B, **regardless of amount.** 104.3(b)(2)(ii) and 104.3(b)(4)(ii).

Loan Repayments and Loans Made by Committee

Each reporting period, all loans and loan repayments made by the authorized committee during that period are itemized on Schedules B and C **regardless of amount.** For each subsequent reporting period that a loan remains outstanding, it must be itemized on Schedule C. In addition, any loan repayment made directly by the candidate as an agent of the committee must be itemized. 104.3(b)(2)(iii) and 104.3(b)(4)(iii) and (iv).

Contribution Refunds

Total contribution refunds to persons or political committees must be reported on Form 3. Each refund to an individual of more than $200, and all refunds, **regardless of amount,** to political committees must be itemized as disbursements on Schedule B. 104.3(b)(2)(v) and 104.3(b)(4)(v).

Other Disbursements

Other disbursements, when they aggregate over $200 to the same payee, must be itemized on Schedule B. Contributions to other candidates are included in this category. 104.3(b)(2)(vi) and 104.3(b)(4)(vi).

** See Definitions in Appendix A.*

[1] The "purpose" must be specific enough to meet reporting requirements. For additional information on how to specify the purpose of a disbursement, consult the instructions on the back of Schedule B.

4. Debts and Obligations

Certain debts and obligations (excluding loans) owed by the committee are itemized each reporting period on Schedule D until retired. 104.3(d). Unpaid bills and written contracts or agreements to make expenditures (including media contracts) are considered debts. 100.8(a)(2) and 104.11.

The following debts and obligations must be itemized on Schedule D:

- **Debts of $500 or less** must be itemized on the first report filed after the debt has been outstanding 60 days.
- **Debts over $500** must be itemized on the first report filed after incurring the debt. 104.11(b).

5. Reporting Liability

Each treasurer of an authorized committee and any other individual required to file reports or statements is personally responsible for the timely, complete and accurate filing of reports and statements. 104.14(d). They will be considered in compliance with the recordkeeping and reporting requirements of the Act when they have made their best efforts to obtain and report required information. The treasurer will be considered to have made "best efforts" to obtain, maintain and submit the records if he/she has made at least one written effort to obtain the required documentation for each transaction. 102.9(d) and 104.7.

Winding Down the Campaign

1. Retiring Debts

Receiving Contributions After the Primary

Contributions Designated for Primary Election Debt

After the primary, but before the general election, candidates may receive contributions to retire a primary debt provided that:

- The contributions do not exceed the net outstanding debts of the primary; and
- Each such contribution is specifically designated by the donor to retire the primary debt. As such, it counts against the contribution limits for the primary. 110.1(a)(2)(i).

Undesignated Contributions

Received by General Election Candidates

Undesignated contributions received after the primary, but before the general election, are presumed to be for the general election and count against that limit. 110.1(a)(2)(ii).

Received by Defeated Primary Election Candidates

Defeated primary election candidates (not entered in a subsequent general election) with outstanding debts from the primary may receive undesignated contributions to retire those debts. Such contributions are regarded as contributions for the primary and must accordingly be within the donor's primary election contribution limit when added to any other primary election contributions from the same donor.

Receiving Contributions After the General Election

Contributions Designated for Debts

Candidates may receive contributions after the general election to retire either primary or general election debts, provided the donor designates the contribution for the specific debt being retired (primary or general). Such contributions count against the contribution limits applicable to the designated election and the year in which the election was held. 110.1(a)(2).

Undesignated Contributions

Undesignated contributions received after the general election are presumed to be for a future primary election and count against the limits applicable to the future election. 110.1(a)(2).

2. Debt Settlement

If a candidate or committee fails to pay a campaign debt in a timely fashion consistent with normal business or trade practice, the debt in effect becomes a contribution made by the creditor to the candidate or committee, unless the creditor has made a commercially reasonable attempt to collect the debt. 100.7(a)(4). Contributions made under such circumstances may violate the Act. For example, if a committee indebted to a corporation fails to pay the debt, the debt may result in a prohibited contribution from the corporation. Or, as another example, continued nonpayment of a debt owed to a person who may lawfully make contributions may cause the creditor to exceed the Act's $1,000 per election contributor limit.

Debt Settlement Statement

If a debt owed to a creditor, either corporate or noncorporate, is settled for less than the amount owed, the debtor (committee) must file a debt settlement statement with the FEC. This statement is subject to Commission review and must include:

- The steps taken by the committee to pay the debt;
- The steps taken by the creditor to obtain payment of the debt;
- The terms of settlement; and
- An indication that the creditor is in agreement with the terms of the settlement.

After the Commission approves the debt settlement, the committee may stop reporting the debt once it has disclosed the final payment made to the creditor.

Note that a debt settlement statement is not necessary when a creditor and committee have agreed on the amount of a disputed debt, provided the committee pays the agreed-upon amount. Nor is a statement necessary if the amount originally reported as owed to a creditor is later reduced because the original amount was an estimate that exceeded the actual cost of the goods or services. Under these two circumstances, the committee is not required to submit a statement but must report any change in debt status on Schedule D as an amendment to its report. FEC Directive 3, July 22, 1982.

Rules for Corporate Creditors

A corporate creditor may not forgive debts "for less than the amount owed" unless the creditor and debtor have treated the debt in a commercially reasonable manner. This means that:

- Credit was extended "in the ordinary course of business" with terms substantially similar to those granted to nonpolitical debtors of similar credit risk; and
- The debtor has made all reasonable efforts to retire the debt; and
- The creditor has pursued remedies in a manner similar to those used to seek payment from nonpolitical debtors. 100.7(a)(4) and 114.10.

3. Excess Campaign Funds

Contributions received which, in the candidate's view, exceed the amount of funds needed to defray campaign expenditures may be used for the following purposes:

- Future election. 110.3(a)(2)(iii) and (iv).
- Defrayal of Federal officeholder expenses.
- Donations to charity.
- Unlimited contributions to national, State or local party political committees.
- Repayment of loans made by candidate to his/her committee.
- Any lawful purpose, except personal use.[1] 113.2.

Committee assets, such as office equipment, may be treated as excess campaign funds. AOs 1977-1 and 1980-14.

4. Termination by Candidate Committee

Who Is Eligible to Terminate

- An authorized committee may terminate its registration (and reporting obligation) only when all its debts and obligations have been extinguished and after it no longer intends to receive any contributions or make any expenditures.
- A principal campaign committee may terminate only when it has satisfied these same requirements and when all the debts of other authorized committees have been extinguished. 102.3.

How to Terminate

Authorized committees, including the principal campaign committee, may terminate their reporting status at any time by filing a Termination Report. It may be filed on FEC Form 3 or by a written statement containing the same information. 102.3(a). The Termination Report must disclose:

- All receipts and disbursements not previously reported, including an accounting of the retirement of all debts; and
- The disposition of all residual funds.

5. Termination by FEC

The Commission, upon its own initiative or upon the request of a political committee, may administratively terminate a committee's reporting obligations if the committee's financial activity has been minimal during the previous year. For details on administrative termination, consult 102.4.

[1] The ban on using excess funds for personal use does not apply to candidates who were Members of Congress on January 8, 1980.

TWO

SAMPLES OF COMPLETED FEC FORMS

Part Two presents samples of completed FEC forms to show how authorized candidate committees fulfill their registration and reporting obligations. The line-by-line instructions that are normally printed on the back of FEC forms appear on the facing page of the completed forms in this Part. Certain lines of the instructions are sometimes shaded to draw attention to a specific type of entry on the form. The marginal notes refer to pages of the Guide where a term or procedure is explained or where a transaction is disclosed a second time on another schedule in the report.

Table of Contents **Page**

1. Statement of Candidacy (Form 2) 21
2. Statement of Organization (Form 1) 23
3. First Quarterly Report 25
   - Summary Page (Form 3) 25
   - Detailed Summary Page (Form 3) 27
   - Schedule A – Contributions from Persons Other Than Political Committees (line 11a) 29
   - Schedule A – Contributions from Political Party Committees (line 11b) 30
   - Schedule A – Contributions from Other Political Committees (line 11c) 30
   - Schedule A – Contributions from the Candidate (line 11d) 31
   - Schedule A – Loans Made or Guaranteed by the Candidate (line 13a) 31
   - Schedule A – Other Loans (line 13b) 32
   - Schedule A – Offsets to Operating Expenditures (line 14) 32
   - Schedule A – Other Receipts (line 15) 33
   - Schedule A – Exempt Legal Services (memo entry) 33
   - Schedule B – Operating Expenditures (line 17) 35
   - Schedule B – Repayments of Loans Made or Guaranteed by the Candidate (line 19a) 36
   - Schedule B – Repayments of Other Loans (line 19b) 36
   - Schedule B – Refunds of Contributions to Persons Other Than Political Committees (line 20a) 37
   - Schedule B – Other Disbursements (line 21) 37
   - Schedule C – Loans Owed by the Committee (line 10) 39
   - Schedule D – Debts and Obligations Owed by the Committee (line 10) 43

INSTRUCTIONS FOR PREPARING FEC FORM 2

GENERAL

WHO MUST FILE FEC FORM 2

Each individual who is a candidate for Federal office must file FEC FORM 2 or a letter containing the same information within 15 days of becoming a candidate. An individual becomes a candidate for Federal office whenever any of the following events occur:

1) The individual has received contributions aggregating in excess of $5,000 or made expenditures aggregating in excess of $5,000;
2) The individual has given his or her consent to another person to receive contributions or make expenditures on behalf of that individual and such person has received contributions aggregating in excess of $5,000 or made expenditures aggregating in excess of $5,000;
3) The aggregate of contributions received in 1 and 2 above combined exceeds $5,000 or the aggregate of expenditures made in 1 and 2 above combined exceeds $5,000.

The definition of "contribution" and "expenditure" does not include funds received and payments made solely for the purpose of determining whether an individual should become a candidate. Activities permissible under this exemption include, but are not limited to, expenses incurred for: conducting a poll, telephone calls, and travel, to determine whether an individual should become a candidate. The individual must keep records of all funds received and payments made. If the individual subsequently becomes a candidate, the funds received and payments made are contributions and expenditures subject to the limitations, prohibitions and requirements of the Act. These contributions and expenditures must be reported with the first report filed by the principal campaign committee of the candidate, regardless of the date the funds were received or payments made. This exemption does not include funds received or payments made for general public political advertising; nor does this exemption include funds received or payments made for activities designed to amass campaign funds that would be spent after the individual becomes a candidate.

WHEN TO FILE

FEC FORM 2 must be filed within 15 days after an individual becomes a candidate (i.e., exceeds the $5,000 threshold as stated in 1, 2 and 3 above).

WHERE TO FILE (See also instructions for Line 7 below.)

- Candidates seeking nomination or election as a Representative in or Delegate or Resident Commissioner to the Congress of the United States file with the Clerk of the House of Representatives, 1036 Longworth House Office Building, Washington, D.C. 20515;
- Candidates seeking nomination or election to the United States Senate file with the Secretary of the Senate, 119 D Street, N.E., Washington, D.C. 20510;
- Candidates seeking nomination or election to the offices of the President or Vice President file with the Federal Election Commission, Washington, D.C. 20463;
- **All candidates** must also file a copy of this Statement with the Secretary of State (or appropriate State officer) in any State where the candidate seeks election or, in the case of Presidential candidates, where the candidate's committee makes expenditures.

CANDIDATE DUTIES AND RESPONSIBILITIES

The candidate is personally responsible for the timely and complete filing of this Statement and for the accuracy of any information contained in it.

Any candidate who receives a contribution, obtains a loan or makes a disbursement in connection with his or her campaign is considered to have received the contribution, obtained the loan or made the disbursement as an agent of his or her authorized committee(s).

When an individual becomes a candidate, all funds received, loans obtained or disbursements made prior to becoming a candidate in connection with his or her campaign are considered to have been received, obtained, or made as an agent of his or her authorized committee(s) and must be reported in the first report filed by the candidate's principal campaign committee.

LINE BY LINE INSTRUCTIONS

LINE 1 Print or type complete name and mailing address of the candidate.

LINE 2 Candidates who have never run before, who are running in a different district, or who are seeking a different Federal office should leave this blank. When their Statement has been received, they will be assigned an identification number. Candidates who are seeking reelection, and candidates who have terminated a previous candidacy but are now running again for the same seat, should use their original identification number.

LINES 3-5 Provide the requested information.

LINE 6 Each candidate for Federal office (other than a nominee for the office of Vice President) must designate in writing a political committee to serve as his or her principal campaign committee. The name of the principal campaign committee must include the name of the candidate. The principal campaign committee must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate and must file reports of receipts and disbursements. See instructions for FEC FORM 1 for further details. On Line 6, the candidate must indicate the year of the election and the full name and mailing address of the candidate's principal campaign committee. If the candidate is running in a Special Election, the candidate must note that the designation is for a Special Election under the "Year of Election." If the candidate also runs in the "Regular" November General Election or in the primary for the November General Election, the candidate must file an additional FEC FORM 2 and indicate the year of the election on the appropriate line. Any such candidate may designate the same principal campaign committee for the Special Election and Regular Primary and General Elections.

LINE 7 A candidate may designate additional political committees to serve as authorized committees to accept contributions or make expenditures on behalf of the candidate. The name of any committee authorized by a candidate must include the name of the candidate. For Line 7, the candidate must fill in the name and mailing address of any authorized committee(s). If necessary, additional sheets or FEC FORM 2s may be attached. The FEC FORM 2 for the authorized committee must be filed with the principal campaign committee. All authorized committees must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate. This Statement must be filed with the candidate's principal campaign committee. See instructions for FEC FORM 1 for further details. The principal campaign committee must file a copy of the Statement of Candidacy and the Statement of Organization for the authorized committee with the appropriate office listed above, under "Where to File."

The Candidate must sign the Statement of Candidacy.

Statement of Candidacy, p. 7

Candidate, p. 6

Principal Campaign Committee, p. 7

Other Authorized Committees, p. 7

STATEMENT OF CANDIDACY

(see reverse side for instructions)

1. (a) Name of Candidate (in Full)
Sam Jones

(b) Address (Number and Street)
213 Oakgrove Street

(c) City, State and ZIP Code
City, State 00000

2. Identification No.
To be assigned

3. Party Affiliation
Independent

4. Office Sought
U.S. House of Representatives

5. District & State of Candidate
State/First District

DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE

6. I hereby designate the following named political committee as my Principal Campaign Committee for the 1982 (Year of Election) election(s).

NOTE: This designation must be filed with the appropriate office listed below.

(a) Name of Committee (in Full)
Sam Jones for Congress

(b) Address (Number and Street)
P.O. Box 1982

(c) City, State and ZIP Code
City, State 00000

DESIGNATION OF OTHER AUTHORIZED COMMITTEES

7. I hereby authorize the following named committee, which is NOT my principal campaign committee, to receive and expend funds on behalf of my candidacy.

NOTE: This designation should be filed with the principal campaign committee.

(a) Name of Committee (in Full)

(b) Address (Number and Street)

(c) City, State and ZIP Code

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Sam Jones (Signature of Candidate) — February 2, 1981 (Date)

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g.

CANDIDATES FOR –

President mail to:
Federal Election Commission
Washington, D.C. 20463

U.S. Senate mail to:
Secretary of the Senate
119 D Street, N.E.
Washington, D.C. 20510

U.S. House of Representatives mail to:
Clerk of the House
1036 Longworth Office Bldg.
Washington, D.C. 20515

For further information contact:
Federal Election Commission
Toll Free 800-424-9530

									FEC FORM 2 (3/80)

INSTRUCTIONS FOR PREPARING FEC FORM 1

LINE 1 Print or type full name and mailing address of the committee. The name of a principal campaign committee or other authorized committee must include the name of the candidate who authorized the committee. A political committee which is not an authorized committee can not include the name of any candidate in its name, except that a delegate committee must include the word "delegate(s)" in its name and may also include the name of the presidential candidate which it supports. A political committee established solely to draft an individual or to encourage an individual to become a candidate may include the name of the individual in the name of the committee, provided the committee's name clearly indicates that it is a draft committee. The name of a separate segregated fund must include the full name of its connected organization. Any abbreviation or acronym used by the fund must also be reported.

LINE 2 State the date the group or organization became a political committee. If this filing is an amendment, note the date of the change in information.

LINE 3 Only committees which have previously filed a Statement of Organization should fill in this block with the number which was originally assigned to the committee. All new committees will be assigned identification numbers when the completed statement has been received.

LINE 4 All political committees registering for the first time check "NO". Committees which have previously filed FEC FORM 1 and are now submitting changes or corrections check "YES". If "YES" is checked, complete Lines 1 through 4. With respect to Lines 5-9 include only the change(s) in information previously submitted.

LINE 5 Check and fill out ONE of the six sections as follows:

(a) All principal campaign committees check (a) and fill in the corresponding information for the candidate under (b).

(b) All other authorized committees check (b) and fill in the corresponding information for the candidate.

(c) A committee supporting/opposing a single Federal candidate which is not authorized by a candidate checks (c), and includes the candidate's name on the line provided. Delegate and draft committees must check (c), and provide the name of the candidate supported.

(d) All national, State and subordinate committees of a political party check (d) and fill in the corresponding information.

(e) All separate segregated funds check (e). A separate segregated fund is a political committee established, financed, maintained, or controlled by a corporation, labor organization, membership organization, cooperative or trade association.

(f) A committee supporting/opposing more than one Federal candidate and which is not a separate segregated fund nor a political party committee checks box (f).

LINE 6 Political committees must list all affiliated committees and connected organizations (defined below) as follows:

- Principal campaign committees list all other committees authorized by the same candidate.
  Under "Relationship," write "affiliated."
- Political committees authorized by the same candidate (other than the principal campaign committee) list the principal campaign committee authorized by the same candidate.
  Under "Relationship," write "affiliated."
- Political committees which have been established, financed, maintained, or controlled by the highest level parent organization (i.e., the corporation, labor organization, membership organization, cooperative or trade association) list:
  (a) The name of the parent organization.
  Under "Relationship," write "connected."
  AND
  (b) The name of any other political committee(s) established, financed, maintained, or controlled by the same parent organization or by a subsidiary, branch, or State, local, or other subordinate unit of the same parent organization.
  Under "Relationship," write "affiliated."
- Political committees which have been established, financed, maintained, or controlled by a subsidiary, branch, or State, local, or other subordinate unit of an organization list:
  (a) The name of the subsidiary, branch, or State, local or other subordinate unit and the name of the parent organization of which it is a part.
  Under "Relationship," write "connected."
  AND
  (b) The name of the highest level political committee sponsored by the parent organization.
  Under "Relationship," write "affiliated."
- State party committees list any subordinate committees (i.e., any county, district or local committee) under the control or direction of the State committee.
  Under "Relationship," write "affiliated."
- Subordinate State party committees list the State party committee.
  Under "Relationship," write "affiliated."

Separate segregated funds must check the most appropriate box for the type of "connected organization."

NOTE: The term "connected organization" means any organization which is not a political committee but which directly or indirectly establishes, administers, or financially supports a political committee. A connected organization may be a corporation (including a corporation without capital stock), a labor organization, a membership organization, a cooperative, or a trade association. The definition of "affiliated committee" is contained at 11 CFR 100.5 (g) of the Commission's regulations.

LINE 7 The name, address, and committee position or title of the custodian of the committee's books and records must be entered on Line 7. The telephone number is optional, but is helpful in expeditiously resolving potential filing problems. If the treasurer is the custodian of records, the term "treasurer" is sufficient for Line 7.

LINE 8 The name and address of the committee's treasurer must be entered on Line 8. The name and address of any designated agent (e.g., assistant treasurer) must also be included on Line 8. Every political committee must have a treasurer and may designate an assistant treasurer who shall assume the duties and responsibilities of the treasurer, in the event the treasurer is unavailable. The Commission recommends that each political committee designate an assistant treasurer because no contribution or expenditure may be accepted or made by or on behalf of a political committee at a time when there is a vacancy in the office of the treasurer. No expenditure may be made for or on behalf of a political committee without the authorization of its treasurer or another agent authorized orally or in writing by the treasurer.

LINE 9 The committee must provide the name and mailing address of any bank, repository, or depository where the committee holds funds. Each political committee must have a checking account or transaction account at one of its depositories. All receipts of a political committee must be deposited into a designated campaign depository. All disbursements must be made by check or similar drafts drawn on an account at a designated campaign depository, except for expenditures of $100 or less made from a petty cash fund.

TREASURER'S RESPONSIBILITIES

The treasurer of the political committee must preserve a copy of the Statement of Organization and each amendment for a period of not less than 3 years after the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of this Statement and for the accuracy of any information contained in it.

Submit additional information on separate continuation sheets appropriately labeled and attached to this Statement of Organization. Indicate in the appropriate section when information is continued on separate page(s).

WHERE TO FILE

The original Statement of Organization (FEC FORM 1) and all amendments must be filed with the appropriate office as follows:

- The principal campaign committee of a candidate for the House of Representatives and political committees which support or oppose only candidates for the House file with the Clerk of the House, 1036 Longworth House Office Building, Washington, D.C. 20515.
- The principal campaign committee of a candidate for the Senate and political committees which support or oppose only candidates for the Senate file with the Secretary of the Senate, 119 D Street, N.E., Washington, D.C. 20510.
- An authorized committee which is not the principal campaign committee of a candidate files with the principal campaign committee which must forward a copy to the appropriate office listed herein.
- All other committees, including the principal campaign committee of a candidate for the office of President or Vice President, file with the Federal Election Commission, Washington, D.C. 20463.

Authorized committees of candidates for the House of Representatives and for the Senate must also file a copy of this Statement with the Secretary of State (or the appropriate State officer) of the State in which nomination or election is sought. Authorized committees of candidates for the office of President or Vice President must also file a copy of this Statement in each State in which the committee makes expenditures. Political committees other than authorized committees must also file a copy of this Statement in the State in which the committee has its headquarters.

The Treasurer must sign the Statement of Organization.

Statement of Organization, p. 7

Name of Committee, p. 7

Identification Number, p. 7

Affiliated Committee, p. 44

Treasurer, p. 7

Bank or Depository, p. 7

STATEMENT OF ORGANIZATION

(see reverse side for instructions)

1. (a) Name of Committee (in Full) ☐ Check if name or address is changed.
Sam Jones for Congress

(b) Address (Number and Street)
P.O. Box 1982

(c) City, State and ZIP Code
City, State 00000

2. Date
February 8, 1981

3. FEC Identification Number
To be assigned

4. Is this an amended Statement? ☐ YES ☒ NO

5. TYPE OF COMMITTEE (check one):

☒ (a) This committee is a principal campaign committee. (Complete the candidate information below.)

☐ (b) This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Sam Jones	Independent	U.S. House of Rep.	State/01
Name of Candidate	Candidate Party Affiliation	Office Sought	State/District

☐ (c) This committee supports/opposes only one candidate _____ and is NOT an authorized committee.
(name of candidate)

☐ (d) This committee is a _____ committee of the _____ Party.
(National, State or subordinate) (Democratic, Republican, etc.)

☐ (e) This committee is a separate segregated fund.

☐ (f) This committee supports/opposes more than one Federal candidate and is NOT a separate segregated fund nor a party committee.

6.

Name of Any Connected Organization or Affiliated Committee	Mailing Address and ZIP Code	Relationship

If the registering political committee has identified a "connected organization" above, please indicate type of organization:

☐ Corporation ☐ Corporation w/o Capital Stock ☐ Labor Organization ☐ Membership Organization ☐ Trade Association ☐ Cooperative

7. **Custodian of Records:** Identify by name, address (phone number – optional) and position, the person in possession of committee books and records.

Full Name	Mailing Address and ZIP Code	Title or Position
Josephine Adams	7234 Whipple Street, City, State 00000	Bookkeeper

8. Treasurer: List the name and address (phone number – optional) of the treasurer of the committee; and the name and address of any designated agent (e.g., assistant treasurer).

Full Name	Mailing Address and ZIP Code	Title or Position
Joseph Madison	1484 McClure Street, City, State 00000	Treasurer
Carl Linder	5329 Schoyer Avenue, City, State 00000	Assistant Treasurer

9. Banks or Other Depositories: List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.

Name of Bank, Depository, etc.	Mailing Address and ZIP Code
Third State Bank	2500 Smithfield Street City, State 00000

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Joseph Madison
Type or Print Name of Treasurer

Joseph Madison
SIGNATURE OF TREASURER

February 8, 1981
Date

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g.

For further information contact: Federal Election Commission, Toll Free 800-424-9530

FEC FORM 1 (3/80)

INSTRUCTIONS FOR PREPARING FEC FORM 3

WHO MUST FILE

A political committee designated in writing by a candidate for the House of Representatives or Senate to serve as his or her principal campaign committee is required to file periodic Reports of Receipts and Disbursements on FEC FORM 3.

Any other political committee authorized in writing by a candidate for the House of Representatives or Senate to receive contributions or make expenditures on the candidate's behalf is required to file FEC FORM 3 with the principal campaign committee. The principal campaign committee must compile and consolidate the reports required to be filed with it. These consolidated reports must include: the candidate's activity, reports submitted to the principal campaign committee by any other authorized committees, and the principal campaign committee's own activity. This consolidation must be made on FEC FORM 3Z.

ALL POLITICAL COMMITTEES AUTHORIZED IN WRITING BY A CANDIDATE FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT MUST FILE ON FEC FORM 3P.

ALL POLITICAL COMMITTEES OTHER THAN THOSE AUTHORIZED BY A CANDIDATE MUST FILE ON FEC FORM 3X.

WHEN TO FILE

In any calendar year in which there is a "Regular" November General Election for which the candidate is seeking nomination for election or election, the candidate's principal campaign committee must file the following reports on FEC FORM 3:

– Quarterly reports must be filed no later than April 15, July 15, October 15 and January 31 of the following calendar year. Each such report must disclose all transactions from the last report filed through the last day of the calendar quarter. A quarterly report is not required to be filed if a Pre-election Report is required to be filed during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter.

– A 12 Day Pre-election Report must be filed no later than the 12th day before any primary or general election in which the candidate seeks election and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12 Day Pre-election Report sent by certified or registered mail must be mailed no later than the 15th day before the election.

– A 30 Day Post-general Election Report must be filed no later than 30 days after the general election and include transactions from the closing date of the last report filed through the 20th day after the general election.

In any other calendar year, the following reports are required:

– A Mid Year Report must be filed no later than July 31 and include transactions beginning January 1 and ending June 30.

– A Year End Report must be filed no later than January 31 of the following calendar year and include transactions beginning July 1 and ending December 31.

A document is timely filed upon delivery to the appropriate office (see "Where To File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that a Pre-election Report so mailed must be postmarked no later than midnight of the 15th day before the date of the election. Reports and statements sent by first class mail must be received by the appropriate office by the close of business of the prescribed filing date to be timely filed.

WHERE TO FILE

An original report and any amendments to an original report must be filed as follows:

– The principal campaign committee of a candidate for the House of Representatives must file with the Clerk of the House, 1036 Longworth House Office Building, Washington, D.C. 20515. Other authorized committees of the candidate must file with the principal campaign committee.

– The principal campaign committee of a candidate for the Senate must file with the Secretary of the Senate, Room 232, Hart Senate Office Building, Washington, D.C. 20510. Other authorized committees of the candidate must file with the principal campaign committee.

A copy of each report filed by the principal campaign committee must be filed with the Secretary of State (or appropriate State officer) of the State in which nomination or election is sought.

OVERVIEW OF THE RECORDKEEPING AND REPORTING REQUIREMENTS

A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act. The Commission recommends that the recordkeeping or accounting system of a political committee keep a separate accounting for each of the various categories of receipts and disbursements on the Detailed Summary Page. This separate accounting will assist the political committee in filling out the reporting forms, since separate reporting schedules are required for each category. The reporting schedules should be filled out first so that the totals can be derived for each category. The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page.

TREASURER'S RESPONSIBILITIES

A copy of this Report must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of the report and for the accuracy of any information contained in it.

LINE BY LINE INSTRUCTIONS

It is recommended that committees complete the Detailed Summary Page before completing the Summary Page.

LINE 1 Print or type the complete name and mailing address of the political committee.

LINE 2 Enter the FEC Identification Number assigned to the committee.

LINE 3 If this is an original report, check the "NO" box. If this is an amendment to a previous report, check the "YES" box.

LINE 4 Check the appropriate boxes. If the report is a 12 Day Pre-election or 30 Day Post-general Election Report, supply the type of election (primary, general, convention, special or run-off), the date of the election, and the State in which the election is held. In addition, check the appropriate box(es) which indicate which election this report contains activity for. For example, if a political committee is raising funds to pay off primary debts and simultaneously raising funds for the general election, check both the "Primary Election" box and the "General Election" box. If a political committee is raising funds for a primary election which is part of a special election, check the "Primary Election" box and the "Special Election" box.

LINE 5 Enter the coverage dates for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6(a) Transfer the amounts from Column A and Column B of Line 11(e) of the Detailed Summary Page to the corresponding columns on Line 6(a).

LINE 6(b) Transfer the amounts from Column A and Column B of Line 20(d) of the Detailed Summary Page to the corresponding columns on Line 6(b).

LINE 6(c) For both Column A and Column B subtract Line 6(b) from 6(a) to derive the figures for 6(c).

LINE 7(a) Transfer the amounts from Column A and Column B of Line 17 of the Detailed Summary Page to the corresponding columns on Line 7(a).

LINE 7(b) Transfer the amounts from Column A and Column B of Line 14 of the Detailed Summary Page to the corresponding columns on Line 7(b).

LINE 7(c) For both Column A and Column B subtract Line 7(b) from 7(a) to derive the figures for Line 7(c).

LINE 8 Transfer the total amount of cash on hand at the close of the reporting period from Line 27 of the Detailed Summary Page to Line 8.

LINE 9 Transfer the total amount of debts and obligations owed **TO** the committee from Schedule C or D.

LINE 10 Transfer the total amount of debts and obligations owed **BY** the committee from Schedule C or D.

Type of Report, p. 13

Termination Report, p. 18

Cash on Hand, p.14

Debts and Obligations, p. 17

REPORTS OF RECEIPTS AND DISBURSEMENTS
For Authorized Committee

(Summary Page)

ALIGN AREA

1. Name of Committee (in Full): Sam Jones for Congress
2. FEC Identification Number: C00015551
Address (Number and Street): P.O. Box 1982
3. Is this Report an Amendment? ☐ YES ☒ NO
City, State and Zip Code: City, State 00000
☐ Check if address is different than previously reported.

4. TYPE OF REPORT

- ☒ April 15 Quarterly Report
- ☐ July 15 Quarterly Report
- ☐ October 15 Quarterly Report
- ☐ January 31 Year End Report
- ☐ July 31 Mid Year Report (Non-election Year Only)
- ☐ Twelfth day report preceding _____ (Type of Election) election on _____ in the State of _____
- ☐ Thirtieth day report following the General Election on _____ in the State of _____
- ☐ Termination Report

This report contains activity for ☒ Primary Election ☐ General Election ☐ Special Election ☐ Runoff Election

SUMMARY

5. Covering Period 1/1/82 through 3/31/82

		COLUMN A This Period	COLUMN B Calendar Year to Date
6	Net Contributions (other than loans)		
	(a) Total Contributions (other than loans) (From Line 11 (e))	$29,608.00	$29,608.00
	(b) Total Contribution Refunds (from Line 20 (d))	$ 250.00	$ 250.00
	(c) Net Contributions (other than loans) (subtract Line 6 (b) from 6 (a))	$29,358.00	$29,358.00
7	Net Operating Expenditures		
	(a) Total Operating Expenditures (from Line 17)	$ 3,950.25	$ 3,950.25
	(b) Total Offsets to Operating Expenditures (from Line 14)	$ 587.59	$ 587.59
	(c) Net Operating Expenditures (Subtract Line 7 (b) from 7 (a))	$ 3,362.66	$ 3,362.66
8	Cash on Hand at Close of Reporting Period (from Line 27)	$62,725.36	
9	Debts and Obligations Owed TO The Committee (Itemize all on Schedule C or Schedule D)	----0----	
10	Debts and Obligations Owed BY The Committee (Itemize all on Schedule C or Schedule D)	$21,931.58	

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

For further information, contact:
Federal Election Commission
Toll Free 800 424 9530

Carl Linder, Assistant Treasurer
Type or Print Name of Treasurer

Carl Linder
SIGNATURE OF TREASURER

4/13/82
Date

NOTE: Submission of false erroneous or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §437g.

All previous versions of FEC FORM 3 and FEC FORM 3a are obsolete and should no longer be used.

FEC FORM 3 (3/80)
MPCF

INSTRUCTIONS FOR DETAILED SUMMARY PAGE – FEC FORM 3

An authorized committee must report the total amount of receipts and disbursements during the reporting period and during the calendar year for each category of receipts and disbursements on FEC FORM 3. The committee's full name and the coverage dates for the report must be entered in the appropriate blocks. If there are no receipts or disbursements for a particular category for a reporting period or calendar year, enter "0".

To derive the "Calendar Year-to-Date" figure for each category, the political committee should add the "Calendar Year-to-Date" total from the previous report to the "Total This Period" from Column A for the current report. For the first report filed for a calendar year, the "Calendar Year-to-Date" figure is equal to the "Total This Period" figure.

LINE 11(a) Enter the total amount of **contributions (other than loans) from individuals**, partnerships, and other persons who are not political committees on Line 11(a). For each such person who has made one or more contributions during the calendar year aggregating in excess of $200, the committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer of the person), date and amount of each contribution aggregating in excess of $200, the aggregate year-to-date total and whether the contribution is for a primary, general, or other election. Each additional contribution from any such person must be separately itemized. If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. A contribution from a partnership may not exceed $1,000 per election and must be attributed to each partner in accordance with 11 CFR 110.1(e) of the Commission regulations. The total amount of all contributions from individuals/persons other than political committees not itemized during the reporting period on Schedule A must be entered on the Memo Entry Line.

LINE 11(b) Enter the total amount of **contributions (other than loans) from political party committees** on Line 11(b). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address of the committee), date and amount of the contribution, the aggregate year-to-date total and whether the contribution is for a primary, general or other election.

LINE 11(c) Enter the total amount of **contributions (other than loans) from other political committees** on Line 11(c). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address of the committee), date and amount of the contribution, the aggregate year-to-date total, and whether the contribution is for a primary, general or other election.

LINE 11(d) Enter the total amount of **contributions (other than loans) from the candidate** on Line 11(d). If the candidate makes one or more contributions during the calendar year aggregating in excess of $200, the committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer), date and amount of each contribution aggregating in excess of $200, and the aggregate year-to-date totals.

LINE 11(e) For both Column A and Column B add Lines 11(a), 11(b), 11(c) and 11(d) to derive the figures for Line 11(e).

LINE 12 Enter the total amount of **transfers from other authorized committees** of the same candidate on Line 12. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 13(b). These transfers must be itemized on Schedule A, regardless of the amount. For each transfer, provide the identification (full name and mailing address of the committee), date and amount of the transfer and the aggregate year-to-date total.

LINE 13(a) Enter the total amount of **loans made or guaranteed by the candidate** on Line 13(a). This category includes personal loans from the candidate and loans from lending institutions which are secured, endorsed or guaranteed by the candidate and used in connection with the candidate's campaign for Federal office. All loans made, guaranteed or endorsed by the candidate must be itemized on Schedule A, regardless of the amount. For each loan, provide the identification (full name, mailing address, occupation and name of employer), date and amount of the loan and the aggregate year-to-date total (see also instructions for Schedule C). NOTE: A loan guaranteed by the candidate and any other person(s) must be apportioned between the candidate on Line 13(a) and the other person(s) on Line 13(b).

LINE 13(b) Enter the total amount of **all other loans** received on Line 13(b). This category includes all other types of loans. These loans must be itemized on Schedule A, regardless of the amount. For each loan provide the identification (full name, mailing address, and, where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan, the aggregate year-to-date total and whether the loan is for a primary, general or other election. The committee must also provide on Schedule C the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C).

LINE 13(c) For both Column A and Column B add Lines 13(a) and 13(b) to derive the figures for Line 13(c).

LINE 14 Enter the total amount of **offsets to operating expenditures** (including refunds, rebates, and returns of deposits) on Line 14. For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 15 Enter the total amount of **other receipts** (including dividends and interest) on Line 15. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 16 For both Column A and Column B add Lines 11(e), 12, 13(c), 14 and 15 to derive the figures for Line 16.

LINE 17 Enter the total amount of **operating expenditures** on Line 17. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule B the full name and mailing address, date and amount of each operating expenditure aggregating in excess of $200 and the purpose of the expenditure (see also instructions for Schedule B).

LINE 18 Enter the total amount of **transfers to other authorized committees** of the same candidate on Line 18. These transfers must be itemized on Schedule B, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount and state that the purpose of the disbursement is a "transfer".

LINE 19(a) Enter the total amount of **loan repayments of loans made or guaranteed by the candidate** on Line 19(a). All loan repayments must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C).

LINE 19(b) Enter the total amount of **loan repayments of all other loans** on Line 19(b) (see instruction for Line 19(a) for other reporting requirements).

LINE 19(c) For both Column A and Column B add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a) Enter the total amount of **contribution refunds to individuals/persons other than political committees** on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A, the committee must provide on Schedule B the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund".

LINE 20(b) Enter the total amount of **contribution refunds to political party committees** on Line 20(b). All such refunds must be itemized on Schedule B, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "contribution refund".

LINE 20(c) Enter the total amount of **contribution refunds to other political committees** on Line 20(c) (see instructions for Line 20(b) for other reporting requirements).

LINE 20(d) For both Column A and Column B add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21 Enter the total amount of **other disbursements** on Line 21. For each such person who receives any disbursement(s) not otherwise disclosed where the aggregate amount or value is in excess of $200, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 22 For both Column A and Column B add the totals on Lines 17, 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

LINE 23 Enter the total amount of **cash on hand at the beginning of the reporting period.** This amount includes: currency; balance on deposit in banks, savings and loans institutions, and other depository institutions; traveler's checks owned by the committee; certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 24 Transfer the amount from Column A of Line 16 to Line 24.

LINE 25 Add Lines 23 and 24 to derive the figure for Line 25.

LINE 26 Transfer the amount from Column A of Line 22 to Line 26.

LINE 27 Subtract Line 26 from Line 25 to derive cash on hand at the close of the reporting period for Line 27.

Receipts, p. 15

Disbursements, p. 16

Cash on Hand, p. 14

DETAILED SUMMARY PAGE

of Receipts and Disbursements

(Page 2, FEC FORM 3)

Name of Committee (in Full): Sam Jones for Congress C00015551

Report Covering the Period: From 1/1/82 To 3/31/82

	COLUMN A Total This Period	COLUMN B Calendar Year to Date	
I. RECEIPTS			
11. CONTRIBUTIONS (other than loans) FROM:			
(a) Individuals/Persons Other Than Political Committees	$ 5,048.00	$ 5,048.00	11 (a)
(Memo Entry Unitemized $ 3,328.00)			
(b) Political Party Committees	$ 3,060.00	$ 3,060.00	11 (b)
(c) Other Political Committees	$ 6,500.00	$ 6,500.00	11 (c)
(d) The Candidate	$15,000.00	$15,000.00	11 (d)
(e) TOTAL CONTRIBUTIONS (other than loans (add 11(a), 11(b), 11(c) and 11(d))	$29,608.00	$29,608.00	11 (e)
12. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES	----0----	----0----	12
13. LOANS:			
(a) Made or Guaranteed by the Candidate	$20,000.00	$20,000.00	13 (a)
(b) All Other Loans	$ 3,000.00	$ 3,000.00	13 (b)
(c) TOTAL LOANS (add 13 (a) and 13 (b))	$23,000.00	$23,000.00	13 (c)
14. OFFSETS TO OPERATING EXPENDITURES (Refunds, Rebates, etc.)	$ 587.59	$ 587.59	14
15. OTHER RECEIPTS (Dividends, Interest, etc.)	$ 503.10	$ 503.10	15
16. TOTAL RECEIPTS (add 11 (e), 12, 13 (c), 14 and 15)	$53,698.69	$53,698.69	16
II. DISBURSEMENTS			
17. OPERATING EXPENDITURES	$ 3,950.25	$ 3,950.25	17
18. TRANSFERS TO OTHER AUTHORIZED COMMITTEES	----0----	----0----	18
19. LOAN REPAYMENTS:			
(a) Of Loans Made or Guaranteed by the Candidate	$ 500.00	$ 500.00	19 (a)
(b) Of All Other Loans	$ 1,200.00	$ 1,200.00	19 (b)
(c) TOTAL LOAN REPAYMENTS (add 19 (a) and 19 (b))	$ 1,700.00	$ 1,700.00	19 (c)
20. REFUNDS OF CONTRIBUTIONS TO:			
(a) Individuals/Persons Other Than Political Committees	$ 250.00	$ 250.00	20 (a)
(b) Political Party Committees	----0----	----0----	20 (b)
(c) Other Political Committees	----0----	----0----	20 (c)
(d) TOTAL CONTRIBUTION REFUNDS (add 20 (a), 20 (b), and 20 (c))	$ 250.00	$ 250.00	20 (d)
21. OTHER DISBURSEMENTS	$ 800.00	$ 800.00	21
22. TOTAL DISBURSEMENTS (add 17, 18, 19 (c), 20 (d) and 21)	$ 6,700.25	$ 6,700.25	22

III. CASH SUMMARY

23. CASH ON HAND AT BEGINNING OF REPORTING PERIOD	$ 15,726.92	23
24. TOTAL RECEIPTS THIS PERIOD (From Line 16)	$ 53,698.69	24
25. SUBTOTAL (Add Line 23 and Line 24)	$ 69,425.61	25
26. TOTAL DISBURSEMENTS THIS PERIOD (From Line 22)	$ 6,700.25	26
27. CASH ON HAND AT CLOSE OF THE REPORTING PERIOD (Subtract Line 26 from 25)	$ 62,725.36	27

INSTRUCTIONS FOR PREPARING SCHEDULE A

The Detailed Summary Page is broken down into various categories of receipts. Use Schedule A to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A. Instead, use a separate Schedule A for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification, date and amount of the receipt, and the aggregate year-to-date total.

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name; mailing address; occupation; and the name of his or her employer; and, in the case of any other person, the person's full name and address.

The occupation and name of employer is only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual and whether or not self-employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor.

Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary or general election, the "Other" block must be checked and the type of election specified (i.e., "General 1976", "Primary 1978").

The "receipt for" block does not apply to political committees which are not authorized committees. The "aggregate year-to-date" total must be given for each receipt and must equal the total amount that the person has given to the committee for that particular category of receipts for the calendar year. If a receipt is the only receipt from a person during the calendar year, the aggregate year-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A) must be added to all other receipts for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the political committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. If the contribution is from a prohibited source, it must be immediately refunded.

Absent evidence to the contrary, any contribution made by check, money order, or other written instruments must be reported as a contribution by the last person signing the instrument prior to delivery to the committee.

A contribution which represents contributions by more than one person must indicate on the written instrument, or on an accompanying written instrument signed by all contributors, the amount to be attributed to each contributor.

MISCELLANEOUS

Contributions In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees". The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate year-to-date" total must include the total amount of all contributions which the person has contributed to the committee during the calendar year. The item must be labeled "contribution in-kind" and include the nature of the contribution (e.g., consulting, polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B and included in the total for "Operating Expenditures" (NOTE: A political committee which makes a contribution in-kind only reports it as a disbursement and itemizes the transaction on Schedule B with a notation "contribution in-kind". The purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregate year-to-date amount must also be provided. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.)

Contributions of stocks, bonds, art objects, and other similar items to be liquidated must be reported as follows:

(1) If the item has not been liquidated at the close of the reporting period, the committee must record as a memo entry (not as cash) on Schedule A the item's fair market value on the date received, including the name and mailing address (and when in excess of $200, the occupation and name of the employer) of the contributor. The total amount of items to be liquidated must be entered under "Total This Period" on the last line of Schedule A. This amount must NOT be carried forward to the Detailed Summary Page.

(2) When the item is sold, the committee must report the proceeds and include them in the appropriate categories on the Detailed Summary Page. It must also report the (i) name and mailing address (and, where in excess of $200, the occupation and name of employer) of the purchaser on Schedule A, if purchased directly from the committee (the purchaser is considered to have made a contribution to the committee); and (ii) the identification of the original contributor on Schedule A.

Exempt Legal or Accounting Services. Legal or accounting services rendered to or on behalf of an authorized committee of a candidate or any other political committee are not contributions or expenditures and are not, therefore, subject to the contribution limitations and prohibitions, if the person paying for the services is the regular employer of the individual rendering the services and if the services are solely to ensure compliance with the Act.

Legal or accounting services rendered to or on behalf of any political committee of a political party are not contributions or expenditures and are not, therefore, subject to the contribution limitations and prohibitions, if the person paying for the services is the regular employer of the individual rendering the services and the services are not attributable to activities which directly further the election of any designated candidate for Federal office.

The political committee must itemize as a memo entry on a separate Schedule A each person who provides legal or accounting services to the political committee in an aggregate value or amount in excess of $200 within the calendar year, together with the date of receipt and amount or value of the exempt legal or accounting services, and state that the receipt is for "exempt legal or accounting service". The total amount of exempt legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A, but the total amount may not be carried forward to any category or line number on the Detailed Summary Page.

Earmarked Contributions. For each earmarked contribution received (regardless of the amount), the political committee must report on Schedule A the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the calendar year, the occupation and name of employer. If the contribution passes through the political committee's account and is forwarded to another political committee or Federal candidate, the conduit committee must disclose each contribution, regardless of the amount, on both Schedule A and Schedule B and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and disbursements. If a political committee is not a conduit, but is the intended recipient, the political committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A, the return of the check must also be itemized as a negative entry on Schedule A. If the receipt of the check was never reported, the return of the check should not be reported.

Check Refunded to the Committee. A contribution may be refunded to the committee in one of two ways:

(1) The original check is returned uncashed. If the contribution was reported, the refund should be reported as a negative entry on Schedule B, and the amount of the contribution refund subtracted from the disbursement totals on the line of the Detailed Summary Page that it was reported on.

(2) The original check is not returned and the refund is made by a check from the recipient of the contribution. Such a transaction should be reported as a receipt on Schedule A for the appropriate line of the Detailed Summary Page. This procedure is applicable regardless of whether the amount refunded is the full or only a partial refund of the contribution or whether the contribution was previously reported.

Best Efforts. When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act.

With regard to reporting the identification of each person whose contribution(s) to the committee and its affiliated committees aggregate in excess of $200 in a calendar year, the treasurer will not be deemed to have exercised best efforts to obtain the required information unless he or she has made at least one effort per solicitation either by written request or by an oral request documented in writing to obtain the information from the contributor. The effort shall consist of a clear request for the information (i.e., name, mailing address, occupation, name of employer) which informs the contributor that the reporting of the information is required by law.

Line Number 11a, p. 27

Contributions from Individuals/Persons Other Than Political Committees, p. 15

In-Kind Contribution, pp. 4, 15 and 35

Partnership Contribution, p. 15

Memo Entry, p. 44

$250 Contribution Later Refunded, p. 37

Earmarked Contribution, pp. 15 and 48

SCHEDULE A — **ITEMIZED RECEIPTS**

Page 1 of 1 for LINE NUMBER 11a
(Use separate schedule(s) for each category of the Detailed Summary Page)

(Contributions from Persons Other Than Political Committees)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation / Aggregate Year-to-Date	Date (month, day, year)	Amount of Each Receipt this Period
John Appleby 212 Chesterfield Road City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Appleby Paper Co. owner/manager Aggregate Year-to-Date—$250.00	1/25/82	$ 250.00 (in-kind)
B. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Porter & Son (partnership) 547 Market Square City, State 00000 Receipt For: ☐ Primary ☒ General ☐ Other (specify):	Occupation attorneys Aggregate Year-to-Date—$1,000.00	2/4/82	$1,000.00
C. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
James E. Porter 2540 Ellsworth Avenue City, State 00000 Receipt For: ☐ Primary ☒ General ☐ Other (specify):	Porter & Son Occupation attorney Aggregate Year-to-Date—$500.00	2/4/82	$ 500.00 (memo)
D. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
James E. Porter, Jr. 129 Bayard Street City, State 00000 Receipt For: ☐ Primary ☒ General ☐ Other (specify):	Porter & Son Occupation attorney Aggregate Year-to-Date—$500.00	2/4/82	$ 500.00 (memo)
E. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Mary Summers 4923 Murray Avenue City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	self-employed Occupation physician Aggregate Year-to-Date—$250.00	3/17/82	$ 250.00
F. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Martha King 637 Wightman Street City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Acme Consolidated Corp. Occupation accountant Aggregate Year-to-Date—$220.00	3/30/82	$ 220.00
G. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Earmarked through: Acme Consolidated Corp. PAC 1379 Allegheny Avenue City, State 00000 Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Occupation Aggregate Year-to-Date—$		
SUBTOTAL of Receipts This Page (optional)			
TOTAL This Period (last page this line number only)			$1,720.00

Line Number 11b, p. 27

Contributions from Political Committees, p. 15

SCHEDULE A — **ITEMIZED RECEIPTS** [Contributions from Political Party Committees]

Page 1 of 1 for LINE NUMBER 11b
(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt this Period
Independent Women's Club 1825 Grant Street City, State 00000		2/8/82	$ 60.00
Receipt For: X Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date—$ 60.00		
B. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt This Period
State Independent Party 888 Liberty Avenue City, State 00000		3/23/82	$3,000.00
Receipt For: X Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date—$ 3,000.00		

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$3,060.00

Line Number 11c, p. 27

Contributions from Political Committees, p. 15

SCHEDULE A — **ITEMIZED RECEIPTS** [Contributions from Other Political Committees]

Page 1 of 1 for LINE NUMBER 11c
(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt this Period
Major Corporation PAC 4550 Sixth Avenue City, State 00000		1/19/82	$3,250.00
Receipt For: X Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date—$ 3,250.00		
B. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt This Period
Workers Union Good Government Fund 837 Pier Street City, State 00000		2/10/82	$3,250.00
Receipt For: X Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date—$ 3,250.00		

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$6,500.00

Line Number 11d, p. 27

Contributions from the Candidate, pp. 4 and 15

SCHEDULE A — **ITEMIZED RECEIPTS** — (Contributions from the Candidate)

Page 1 of 1 for LINE NUMBER 11d

(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Sam Jones 213 Oakgrove Street City, State 00000	State University	1/5/82	$15,000.00
Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Occupation: Dean of Medicine Aggregate Year-to-Date—$15,000.00		

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$15,000.00

Line Number 13a, p. 27

Loans, pp. 4, 16 and 39

Guarantees of Loans, pp. 4 and 16

Candidate's Personal Funds, p. 10

SCHEDULE A — **ITEMIZED RECEIPTS** — (Loans Made or Guaranteed by the Candidate)

Page 1 of 1 for LINE NUMBER 13a

(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
Sam Jones 213 Oakgrove Street City, State 00000	State University	1/4/82	$10,000.00 (guarantor)
Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Occupation: Dean of Medicine Aggregate Year-to-Date—$25,000.00		
B. Full Name, Mailing Address and ZIP Code Original Source: National Trust Bank 9201 Seventh Street City, State 00000	Name of Employer	Date (month, day, year)	Amount of Each Receipt This Period
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Occupation Aggregate Year-to-Date—$		
C. Full Name, Mailing Address and ZIP Code Sam Jones 213 Oakgrove Street City, State 00000	Name of Employer: State University	Date (month, day, year): 2/15/82	Amount of Each Receipt This Period: $10,000.00 (personal funds)
Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Occupation: Dean of Medicine Aggregate Year-to-Date—$ 35,000.00		

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$20,000.00

Line Number 13b, p. 27

Loans, pp. 4, 16 and 41

Bank Loans, pp. 5 and 16

Private Loans, p. 16

SCHEDULE A — **ITEMIZED RECEIPTS** (Other Loans)

Page 1 of 1 for LINE NUMBER 13b

(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full): Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation / Aggregate Year-to-Date	Date (month, day, year)	Amount of Each Receipt this Period
Third State Bank 2500 Smithfield Street City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	Occupation Aggregate Year-to-Date—$2,000.00	1/13/82	$2,000.00
B. Full Name, Mailing Address and ZIP Code	**Name of Employer / Occupation / Aggregate Year-to-Date**	**Date (month, day, year)**	**Amount of Each Receipt This Period**
Stephen Jones 7430 Darlington Road City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	self-employed Occupation dentist Aggregate Year-to-Date—$ 1,000.00	1/21/82	$1,000.00

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$3,000.00

Line Number 14, p. 27

Refunds, Rebates and Returns, p. 16

SCHEDULE A — **ITEMIZED RECEIPTS** (Offsets to Operating Expenditures)

Page 1 of 1 for LINE NUMBER 14

(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full): Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation / Aggregate Year-to-Date	Date (month, day, year)	Amount of Each Receipt this Period
Telephone Company 830 Negley Avenue City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	refund of excessive phone bill Occupation Aggregate Year-to-Date—$ 261.41	2/22/82	$261.41
B. Full Name, Mailing Address and ZIP Code	**Name of Employer / Occupation / Aggregate Year-to-Date**	**Date (month, day, year)**	**Amount of Each Receipt This Period**
Star Envelope Co. 4590 Penn Avenue City, State 00000 Receipt For: ☒ Primary ☐ General ☐ Other (specify):	contract canceled, return of deposit Occupation Aggregate Year-to-Date—$ 275.00	3/8/82	$275.00

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$536.41

Line Number 15, p. 27

Other Receipts, p. 16

SCHEDULE A — **ITEMIZED RECEIPTS** (Other Receipts)

Page 1 of 1 for LINE NUMBER 15
(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full): Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt this Period
Third State Bank 2500 Smithfield Street City, State 00000 Receipt For: X Primary ☐ General ☐ Other (specify):	(Interest on Certificate of deposit) Occupation Aggregate Year-to-Date—$ 242.12	2/24/82	$242.12
B. Full Name, Mailing Address and ZIP Code	**Name of Employer / Occupation**	**Date (month, day, year)**	**Amount of Each Receipt This Period**
Liquid Assets Fund 1300 Fifth Avenue City, State 00000 Receipt For: X Primary ☐ General ☐ Other (specify):	(Interest on money market fund) Occupation Aggregate Year-to-Date—$ 260.98	3/11/82	$260.98

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	$503.10

Exempt Legal and Accounting Services, pp. 10 and 28

Memo Entry, p. 44

SCHEDULE A — **ITEMIZED RECEIPTS** (Exempt Legal Services)

Page 1 of 1 for LINE NUMBER NA
(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports or Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full): Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Name of Employer / Occupation	Date (month, day, year)	Amount of Each Receipt this Period
Peter Wilson 942 Morewood Street City, State 00000 Receipt For: X Primary ☐ General ☐ Other (specify):	Morgan, Wilson and Wilson Occupation: attorney Aggregate Year-to-Date—$	3/16/82	$250.00 exempt legal services (memo)

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	

INSTRUCTIONS FOR PREPARING SCHEDULE B

The Detailed Summary Page is broken down into various categories of disbursements. Use Schedule B to list each disbursement required to be itemized. DO NOT combine more than one category of disbursements on the same Schedule B. Instead, use a separate Schedule B for each category of disbursements. The line number of the Detailed Summary Page to which each Schedule B pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block.

For each disbursement required to be itemized during the reporting period, the political committee must provide the full name, mailing address, date, amount, and purpose of the disbursement.

The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, statements or descriptions such as "advance", "election day expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote", and "voter registration", would not meet the requirement for reporting the purpose of an expenditure. If the disbursement is a "loan repayment", "contribution refund", or other similar category of disbursement (other than an operating expenditure), the name of the category of disbursement (i.e., "loan repayment", etc.) is sufficient to meet the requirement for reporting the purpose of an expenditure.

For disbursements that are contributions to Federal candidates, or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate year-to-date total of contributions made to that candidate or committee in the purpose of disbursement box.

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. In the event the contribution was made for an election prior to the current election cycle, the "Other" block must be checked and the type of election specified (e.g., "General 1976", "Primary 1978"). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures.

The "Total This Period" amount (the last line on Schedule B) must be added to all other disbursements for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

CONTRIBUTION IN-KIND RECEIVED

Contributions in-kind received by the committee which are itemized on Schedule A must also be itemized as an operating expenditure on Schedule B. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind", and the nature of the expenditure (e.g., consulting, polling, etc.).

Line Number 17, p. 27

Operating Expenditures, p. 16

In-Kind Contributions, pp. 15 and 29

$250/$600 Debt Repayments, p. 43

Memo Entry, p. 44

SCHEDULE B **ITEMIZED DISBURSEMENTS** (Operating Expenditures)

Page 1 of 1 for LINE NUMBER 17
(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
A. Full Name, Mailing Address and ZIP Code John Appleby 212 Chesterfield Road City, State 00000	paper stock Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	1/25/82	$ 250.00 (in-kind)
B. Full Name, Mailing Address and ZIP Code Acme Business Supplies 3332 Bigelow Boulevard City, State 00000	Purpose of Disbursement office equipment Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	2/3/82	$ 250.00
C. Full Name, Mailing Address and ZIP Code Davis Printing 9576 Commercial Road City, State 00000	Purpose of Disbursement printing Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	2/12/82	$ 600.00
D. Full Name, Mailing Address and ZIP Code MBI Corporation 9801 Ninth Avenue City, State 00000	Purpose of Disbursement reproduction equipment rental and supplies Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	Date (month, day, year) 2/10/82 3/12/82	Amount of Each Disbursement This Period $ 257.33 $ 225.00
E. Full Name, Mailing Address and ZIP Code Parker Real Estate 1530 Cherry Way City, State 00000	Purpose of Disbursement rent Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/23/82	$ 650.00
F. Full Name, Mailing Address and ZIP Code Master Card City Bank City, State 00000	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/25/82	$ 300.00
G. Full Name, Mailing Address and ZIP Code American Airlines 9700 Second Avenue City, State 00000	Purpose of Disbursement travel to Washington, D.C. Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	1/2/82	$ 300.00 (memo)
H. Full Name, Mailing Address and ZIP Code Telephone Company 830 Negley Avenue City, State 00000	Purpose of Disbursement telephone service Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	2/11/82 3/29/82	$ 239.24 $ 157.60
I. Full Name, Mailing Address and ZIP Code National Trust Bank 9201 Seventh Street City, State 00000	Purpose of Disbursement interest on loan Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/31/82	$ 525.00
SUBTOTAL of Disbursements This Page (optional)			
TOTAL This Period (last page this line number only)			$3,454.17

SCHEDULE B — **ITEMIZED DISBURSEMENTS** — Page 1 of 1 for LINE NUMBER 19a

(Use separate schedule(s) for each category of the Detailed Summary Page)

Repayments of Loans Made or Guaranteed by the Candidate)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)

Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
Sam Jones 213 Oakgrove Street City, State 00000	loan repayment Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/29/82	$500.00

SUBTOTAL of Disbursements This Page (optional)	
TOTAL This Period (last page this line number only)	$500.00

SCHEDULE B — **ITEMIZED DISBURSEMENTS** (Repayments of Other Loans) — Page 1 of 1 for LINE NUMBER 19b

(Use separate schedule(s) for each category of the Detailed Summary Page)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)

Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
Third State Bank 2500 Smithfield Street City, State 00000	loan repayment Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/1/82	$ 200.00
B. Full Name, Mailing Address and ZIP Code	**Purpose of Disbursement**	**Date (month, day, year)**	**Amount of Each Disbursement This Period**
Stephen Jones 7430 Darlington Road City, State 00000	loan repayment Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/31/82	$1,000.00

SUBTOTAL of Disbursements This Page (optional)	
TOTAL This Period (last page this line number only)	$1,200.00

Number 20a,

ibution
ds,
3 and 29

SCHEDULE B **ITEMIZED DISBURSEMENTS**

Page 1 of 1 for
LINE NUMBER 20a
(Use separate schedule(s) for each category of the Detailed Summary Page)

(Refunds of Contributions to Persons Other Than Political Committees)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
Mary Summers 4923 Murray Avenue City, State 00000	contribution refund Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/21/82	$250.00

SUBTOTAL of Disbursements This Page (optional)	
TOTAL This Period (last page this line number only)	$250.00

Number 21,

Disbursements,

SCHEDULE B **ITEMIZED DISBURSEMENTS**

Page 1 of 1 for
LINE NUMBER 21
(Use separate schedule(s) for each category of the Detailed Summary Page)

(Other Disbursements)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement	Date (month, day, year)	Amount of Each Disbursement This Period
Jack Fitzgerald for Governor 1036 Windermere Drive City, State 00000	support of state candidate Disbursement for: ☐ Primary ☐ General ☐ Other (specify):	3/10/82	$800.00

SUBTOTAL of Disbursements This Page (optional)	
TOTAL This Period (last page this line number only)	$800.00

INSTRUCTIONS FOR PREPARING SCHEDULE C

A loan is a contribution at the time it is made and is a contribution to the extent it remains unpaid. A LOAN WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAID. The aggregate amount loaned to a candidate or committee by another individual or political committee, when added to other contributions from that individual or political committee to that candidate or committee, shall not exceed the contribution limitations. A loan, to the extent it is repaid, is no longer a contribution. All loans to a political committee (regardless of amount) must be disclosed on the first report filed with the Commission after the date the loan is made.

When filling out Schedule C, the committee must enter its full name in the box at the top of the page.

DO NOT combine loans owed TO the committee with those owed BY the committee on the same Schedule C. Instead, use a separate Schedule C.

LOANS OWED BY THE COMMITTEE

When a loan is received by the committee, it must be itemized on Schedule A and must also be disclosed on Schedule C (see also instructions for Schedule A for itemizing loans received by the committee). For each loan owed BY the reporting committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) if the committee is an authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) if an intermediary is reported as the source of the loan, the original source of the loan (which must be disclosed in the first box for endorsers and guarantors with a notation that the person identified is the original source); (2) the date the obligation was incurred; (3) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (4) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (5) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, the following information must be supplied: (1) the identification of each endorser or guarantor, and (2) the amount of the endorsement or guarantee outstanding at the close of the reporting period. The term "identification" means (a) in the case of an individual, his or her full name, mailing address, occupation, and name of employer; and (b) in the case of any other person, the person's full name and address.

Loans owed BY the committee must continue to be reported on each subsequent report until repaid. When a payment is made to reduce or extinguish the amount of a loan owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted, this should be reported on the first report after the extension is made.

If a loan is settled for less than the reported amount, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A loan owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution. The total amount of loans owed BY the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

LOANS OWED TO THE COMMITTEE

When a loan is made by the committee, it must be itemized on Schedule B and must also be disclosed on Schedule C (see also instructions for Schedule B for itemizing loans made by the committee). For each loan owed TO the committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) the full name, mailing address and zip code of each debtor; (2) if the loan was made by a political committee other than an authorized committee and was made to a Federal candidate or authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) the date the obligation was incurred; (2) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (3) the actual rate of interest charged on the loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (4) check the box if the loan has been secured. Loans owed TO the committee must continue to be reported on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted or made, this should be reported on the first report after the extension is made.

The total amount of loans owed TO the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

MISCELLANEOUS

Loans by Financial Institutions. A loan of money by a State bank, a federally chartered depository institution (including a national bank) or a depository institution whose deposits and accounts are insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Administration is not a contribution by the lending institution if the loan is made in accordance with applicable banking laws and regulations and is made in the ordinary course of business. A loan will be deemed to be made in the ordinary course of business if it: bears the usual and customary interest rate of the lending institution for the category of loan involved; is made on a basis that insures repayment; is evidenced by a written instrument; and is subject to a due date or a amortization schedule.

Candidate Loans. If a candidate personally receives a loan from a financial institution or other person, which is loaned or given to the campaign or used in the campaign, the candidate's principal campaign committee must disclose all information with respect to that loan. The financial institution or other person must be listed as the original source of the loan and the candidate listed as an intermediary. Loans obtained by an individual prior to becoming a candidate for use in connection with that individual's campaign must be reported as an outstanding loan owed TO the lender by the candidate's principal campaign committee, if the loan is outstanding at the time the individual becomes a candidate.

Loans by Political Committees. If a political committee makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the political committee of the principal amount of the loan is not a contribution by the debtor to the lender committee. The repayment must be made with funds which are permissible under the Act. The payment of interest to the committee by the debtor is a contribution only to the extent that the interest paid exceeds a commercially reasonable rate prevailing at the time the loan is made. All payments of interest must be made from funds which are permissible under the Act.

Endorsers and Guarantors. A loan is a contribution by each endorser or guarantor. Each endorser or guarantor shall be deemed to have contributed that portion of the total amount of the loan for which he or she agreed to be liable in a written agreement. Any reduction in the unpaid balance of the loan shall reduce proportionately the amount endorsed or guaranteed by each endorser or guarantor in such written agreement. In the event that such agreement does not stipulate the portion of the loan for which each endorser or guarantor is liable, the loan shall be considered a loan by each endorser or guarantor in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors.

Loan Repayments. Each committee must disclose all loan payments received or made by the committee. When a loan repayment is received by a committee, the repayment must be itemized on Schedule A and included in the "Cumulative Payment to Date" column on Schedule C. When a loan repayment is made by a committee, the repayment must be itemized on Schedule B and included in the "Cumulative Payment to Date" column on Schedule C. For a political committee other than an authorized committee, the total amount of loan repayments received and the total amount of loan repayments made must be disclosed on the appropriate lines of the Detailed Summary Page. For authorized committees, the total amount of loan repayments of loans made or guaranteed by the candidate and the total amount of loan repayments of all other loans must be disclosed on the appropriate lines of the Detailed Summary Page.

Line Number 10, p. 25

Loans, pp. 4 and 16

$10,000 Loan Received, p. 31

Endorsements and Guarantees of Loans, pp. 4 and 16

$10,000 Loan Received, p. 31

$500 Repayment, p. 36

SCHEDULE C
(Revised 3/80)

LOANS
(Loans Owed by the Committee)

Page 1 of 2 for LINE NUMBER 10
(Use separate schedules for each numbered line)

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code of Loan Source	Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
National Trust Bank 9201 Seventh Street City, State 00000 Election: X Primary ☐ General ☐ Other (specify)	$10,000.00	---0---	$10,000.00

Terms: Date Incurred 1/4/82 Date Due 12/31/82 Interest Rate 21 %(apr) ☐ Secured ☐ NO

List All Endorsers or Guarantors (if any) to Item A

1. Full Name, Mailing Address and ZIP Code Sam Jones 213 Oakgrove Street City, State 00000	Name of Employer State University Occupation Dean of Medicine Amount Guaranteed Outstanding $10,000.00	
2. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	

B. Full Name, Mailing Address and ZIP Code of Loan Source	Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
Sam Jones 213 Oakgrove Street City, State 00000 Election: X Primary ☐ General ☐ Other (specify)	$10,000.00	$500.00	$ 9,500.00

Terms: Date Incurred 2/15/82 Date Due 12/31/82 Interest Rate 0 %(apr) ☐ Secured

List All Endorsers or Guarantors (if any) to Item B

1. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	
2. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	

SUBTOTALS This Period This Page (optional)	$19,500.00
TOTALS This Period (last page in this line only)	

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

INSTRUCTIONS FOR PREPARING SCHEDULE C

A loan is a contribution at the time it is made and is a contribution to the extent it remains unpaid. A LOAN WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAID. The aggregate amount loaned to a candidate or committee by another individual or political committee, when added to other contributions from that individual or political committee to that candidate or committee, shall not exceed the contribution limitations. A loan, to the extent it is repaid, is no longer a contribution. All loans to a political committee (regardless of amount) must be disclosed on the first report filed with the Commission after the date the loan is made.

When filling out Schedule C, the committee must enter its full name in the box at the top of the page.

DO NOT combine loans owed TO the committee with those owed BY the committee on the same Schedule C. Instead, use a separate Schedule C.

LOANS OWED BY THE COMMITTEE

When a loan is received by the committee, it must be itemized on Schedule A and must also be disclosed on Schedule C (see also instructions for Schedule A for itemizing loans received by the committee). For each loan owed BY the reporting committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) if the committee is an authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) if an intermediary is reported as the source of the loan, the original source of the loan (which must be disclosed in the first box for endorsers and guarantors with a notation that the person identified is the original source); (2) the date the obligation was incurred; (3) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (4) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (5) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, the following information must be supplied: (1) the identification of each endorser or guarantor, and (2) the amount of the endorsement or guarantee outstanding at the close of the reporting period. The term "identification" means (a) in the case of an individual, his or her full name, mailing address, occupation, and name of employer; and (b) in the case of any other person, the person's full name and address.

Loans owed BY the committee must continue to be reported on each subsequent report until repaid. When a payment is made to reduce or extinguish the amount of a loan owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted, this should be reported on the first report after the extension is made.

If a loan is settled for less than the reported amount, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A loan owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution. The total amount of loans owed BY the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

LOANS OWED TO THE COMMITTEE

When a loan is made by the committee, it must be itemized on Schedule B and must also be disclosed on Schedule C (see also instructions for Schedule B for itemizing loans made by the committee). For each loan owed TO the committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) the full name, mailing address and zip code of each debtor; (2) if the loan was made by a political committee other than an authorized committee and was made to a Federal candidate or authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) the date the obligation was incurred; (2) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (3) the actual rate of interest charged on the loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (4) check the box if the loan has been secured. Loans owed TO the committee must continue to be reported on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted or made, this should be reported on the first report after the extension is made.

The total amount of loans owed TO the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

MISCELLANEOUS

Loans by Financial Institutions. A loan of money by a State bank, a federally chartered depository institution (including a national bank) or a depository institution whose deposits and accounts are insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Administration is not a contribution by the lending institution if the loan is made in accordance with applicable banking laws and regulations and is made in the ordinary course of business. A loan will be deemed to be made in the ordinary course of business if it: bears the usual and customary interest rate of the lending institution for the category of loan involved; is made on a basis that insures repayment; is evidenced by a written instrument; and is subject to a due date or a amortization schedule.

Candidate Loans. If a candidate personally receives a loan from a financial institution or other person, which is loaned or given to the campaign or used in the campaign, the candidate's principal campaign committee must disclose all information with respect to that loan. The financial institution or other person must be listed as the original source of the loan and the candidate listed as an intermediary. Loans obtained by an individual prior to becoming a candidate for use in connection with that individual's campaign must be reported as an outstanding loan owed TO the lender by the candidate's principal campaign committee, if the loan is outstanding at the time the individual becomes a candidate.

Loans by Political Committees. If a political committee makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the political committee of the principal amount of the loan is not a contribution by the debtor to the lender committee. The repayment must be made with funds which are permissible under the Act. The payment of interest to the committee by the debtor is a contribution only to the extent that the interest paid exceeds a commercially reasonable rate prevailing at the time the loan is made. All payments of interest must be made from funds which are permissible under the Act.

Endorsers and Guarantors. A loan is a contribution by each endorser or guarantor. Each endorser or guarantor shall be deemed to have contributed that portion of the total amount of the loan for which he or she agreed to be liable in a written agreement. Any reduction in the unpaid balance of the loan shall reduce proportionately the amount endorsed or guaranteed by each endorser or guarantor in such written agreement. In the event that such agreement does not stipulate the portion of the loan for which each endorser or guarantor is liable, the loan shall be considered a loan by each endorser or guarantor in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors.

Loan Repayments. Each committee must disclose all loan payments received or made by the committee. **When a loan repayment is received by a committee, the repayment must be itemized on Schedule A and included in the "Cumulative Payment to Date" column on Schedule C.** When a loan repayment is made by a committee, the repayment must be itemized on Schedule B and included in the "Cumulative Payment to Date" column on Schedule C. **For a political committee other than an authorized committee, the total amount of loan repayments received and the total amount of loan repayments made must be disclosed on the appropriate lines of the Detailed Summary Page.** For authorized committees, the total amount of loan repayments of loans made or guaranteed by the candidate and the total amount of loan repayments of all other loans must be disclosed on the appropriate lines of the Detailed Summary Page.

Line Number 10, p. 25

Loans, pp. 4 and 16

Bank Loans, pp. 5 and 16

$2,000 Loan Received, p. 32

$200 Repayment, p. 36

Private Loans, pp. 4 and 16

$1,000 Loan Received, p. 32

$1,000 Repayment, p. 36

SCHEDULE C
(Revised 3/80)

LOANS
(Loans Owed by the Committee)

Page 2 of 2 for
(Use separate schedules for each numbered line)

Name of Committee (in Full)
Sam Jones for Congress C00015551

A. Full Name, Mailing Address and ZIP Code of Loan Source	Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
Third State Bank 2500 Smithfield Street City, State 00000	$2,000.00	$200.00	$1,800.00

Election: X Primary ☐ General ☐ Other (specify)

Terms: Date Incurred 1/13/82 Date Due 6/30/82 Interest Rate 21 %(apr) ☐ Secured NO

List All Endorsers or Guarantors (if any) to Item A

1. Full Name, Mailing Address and ZIP Code Andrew Adams 7921 Murray Avenue City, State 00000	Name of Employer Andy's Fish Store Occupation co-owner Amount Guaranteed Outstanding $ 900.00	
2. Full Name, Mailing Address and ZIP Code Carl Edwards 6498 Braddock Avenue City, State 00000	Name of Employer Corner Drug Store Occupation pharmacist Amount Guaranteed Outstanding $ 900.00	
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	

B. Full Name, Mailing Address and ZIP Code of Loan Source	Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
Stephen Jones 7430 Darlington Road City, State 00000	$1,000.00	$1,000.00	---0---

Election: X Primary ☐ General ☐ Other (specify)

Terms: Date Incurred 1/21/82 Date Due 3/31/82 Interest Rate 0 %(apr) ☐ Secured

List All Endorsers or Guarantors (if any) to Item B

1. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	
2. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding $	

SUBTOTALS This Period This Page (optional)	$ 1,800.00
TOTALS This Period (last page in this line only)	$21,300.00

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

INSTRUCTIONS FOR PREPARING SCHEDULE D

When filling out Schedule D, the committee must enter its full name in the box at the top of the page.

DO NOT combine debts and obligations owed to the committee with those owed by the committee on the same Schedule D. Instead, use a separate Schedule D.

DEBTS AND OBLIGATIONS OWED BY THE COMMITTEE (Other Than Loans)

For debts and obligations owed BY the reporting committee at the close of the reporting period and which are required to be disclosed, the committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period (including any finance charges), the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt and obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure which has not been paid for by the committee is an expenditure as of the date the contract, promise or obligation is made and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures, in amounts of $500 or less, need not be disclosed until outstanding for sixty days or more.

Debts and obligations owed BY the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (see 11 CFR 114.10 for settlement of corporate debts). When a payment is made to reduce or extinguish an obligation owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. If a debt or obligation is settled for less than the reported amount or value, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A debt owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution unless the debt is forgiven or settled in accordance with 11 CFR 114.10. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed BY the committee from Schedule C. The total amount of debts and obligations owed BY the committee (including loans) must be carried forward to the Summary Page.

DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Other Than Loans)

For each debt and obligation owed TO the committee at the close of the reporting period, the committee must report: the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt or obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

Debts and obligations owed TO the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (11 CFR 114.10 for settlement of corporate debts). When a payment is received to reduce or extinguish a debt or obligation owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. Written contracts or agreements (such as signed pledge cards), or oral promises to make contributions are not required to be reported. The total amount of debts and obligations owed TO the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed TO the committee from Schedule C. The total amount of debts and obligations owed TO the committee (including loans) must be carried forward to the Summary Page.

Line Number 10, p. 25

Debts and Obligations, p. 17

$250/$600 Debt Repayments, p. 35

SCHEDULE D
(Revised 3/80)

DEBTS AND OBLIGATIONS
Excluding Loans
(Debts Owed by the Committee)

Page 1 of 1 for LINE NUMBER 10
(Use separate schedules for each numbered line)

Name of Committee (in Full) Sam Jones for Congress C00015551	Outstanding Balance Beginning This Period	Amount Incurred This Period	Payment This Period	Outstanding Balance at Close of This Period
A. Full Name, Mailing Address and Zip Code of Debtor or Creditor Acme Business Supplies 3332 Bigelow Boulevard City, State 00000	$525.88	$136.53	$250.00	$412.41
Nature of Debt (Purpose): office equipment				
B. Full Name, Mailing Address and Zip Code of Debtor or Creditor Davis Printing 9576 Commercial Road City, State 00000	$819.17	---0---	$600.00	$219.17
Nature of Debt (Purpose): printing				
C. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):				
D. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):				
E. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):				
F. Full Name, Mailing Address and Zip Code of Debtor or Creditor				
Nature of Debt (Purpose):				
1) SUBTOTALS This Period This Page (optional)				
2) TOTAL This Period (last page this line only)				$ 631.58
3) TOTAL OUTSTANDING LOANS from Schedule C (last page only)				$21,300.00
4) ADD 2) and 3) and carry forward to appropriate line of Summary Page (last page only)				$21,931.58

APPENDICES

A. Definitions

The following terms used in this Guide have specific meanings:

Act – The Federal Election Campaign Act of 1971, as amended in 1974, 1976, 1977 and 1979. 100.18.

Advisory Opinions (AOs) – Commission responses to questions it has received relating to specific situations.

Affiliated Committees – All authorized committees of the same candidate (or all committees established, financed, maintained or controlled by the same corporation, labor organization, person or group). 100.5(g).

Authorized Agent – Any person, including the candidate, who has been authorized to raise contributions or make expenditures on the candidate's behalf. 101.2 and 109.1(b)(5).

Authorized Committee – Any political committee, including a principal campaign committee, authorized in writing by the candidate to receive contributions and make expenditures on his/her behalf. 100.5(f)(1). No political committee which supports or has supported more than one candidate may be designated as an authorized committee except committees designated for joint fundraising purposes. 102.13(c)(1).

Bank – A State bank, a Federally chartered depository institution (including a national bank) or a depository institution insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation or the National Credit Union Administration. 100.7(b)(11), 100.8(b)(12) and 103.2.

Candidate – An individual who seeks nomination for election or election to Federal office. Candidate status is triggered only after the individual, or another agent acting on the individual's behalf, has raised contributions or made expenditures either of which aggregate in excess of $5,000. 100.3.

Clearly Identified Candidate – A candidate whose name, photograph or drawing appears in communications or whose identity is apparent by unambiguous reference. 100.17, 106.1(d) and 109.1(b)(3).

Contribution – Anything of value given to (or provided on behalf of) a candidate or political committee to influence a Federal election. 100.7(a)(1).

Disbursement – Any purchase or payment made by a political committee.

Earmarked Contribution – A contribution that the contributor directs (either orally or in writing) to a candidate or authorized committee through an intermediary or conduit. 110.6. See also Appendix D.

Election – Any one of several processes by which an individual seeks nomination for election, or election, to Federal office. They include: a primary election, a runoff election, a party caucus or convention that has authority to select the nominee, a general election and a special election held to fill a vacant seat. 100.2.

Expenditure – A purchase or payment made to influence a Federal election. 100.8(a)(1).

Federal Election – An election (defined above) for Federal office.

Federal Office – The office of President or Vice President of the United States, Senator or Representative in, or Delegate or Resident Commissioner to, the United States Congress. 100.4.

Independent Expenditure – An expenditure for a communication expressly advocating the election or defeat of a clearly identified candidate that is not made with the cooperation or prior consent of, or in consultation with, or at the request or suggestion of, any candidate or his/her authorized committees or agents. 100.16 and 109.1(a). See also Appendix C.

In-Kind Contribution – Services, goods or property offered free or at less than the usual charge to a political committee. 100.7(a)(1)(iii).

Memo Entry – Supplemental data on a reporting schedule for which the dollar amount is not incorporated into the total figures for the cash balance, receipts or disbursements.

Multicandidate Committee – A political committee with more than 50 contributors that has been registered for at least 6 months and, with the exception of State party committees, has made contributions to 5 or more candidates for Federal office. 100.5(e)(3).

National Committee – An organization responsible for the day-to-day operation of a political party at the national level by virtue of the party's bylaws. 9008.2(e).

Nonelection Year – A year in which there is no regularly scheduled Federal election.

Non-Federal Election – An election for a State or local office.

Party – A political party, or other association, committee or organization which nominates a candidate to Federal office. 100.15.

Party Committee – A political committee which represents a political party and is part of the official party structure at the national, State or local level. 100.5(e)(4).

Person – An individual, partnership or any group of persons (such as a political committee, corporation or labor organization), not including the Federal government. 100.10.

Personal Funds – Any assets to which a candidate has legal or rightful title at the time he/she becomes a candidate. Personal funds include: personal salary, dividends, income from trusts established before candidacy, personal gifts which had been customarily received before candidacy, etc. Personal funds include funds from immediate family members only if

the candidate had legal right of access to or control over the family funds at the time he/she became a candidate. 110.10(b).

Political Committee – A group that meets one of the following conditions:

1. Any authorized committee, regardless of how much it receives or expends, once the individual who authorized the committee becomes a candidate.
2. Any State party committee or non-party committee, club, association, or other group of persons that receives contributions or makes expenditures aggregating in excess of $1,000 during a calendar year.
3. Any local unit of a political party (excluding a State committee) if it:
   - Receives contributions aggregating over $5,000 during a calendar year;
   - Makes contributions or expenditures aggregating over $1,000 during a calendar year; or
   - Makes payments, aggregating over $5,000 during a calendar year, for activities exempted from the definition of contribution (under 11 CFR 100.7(b)(9), (15) and (17)) and expenditure (under 11 CFR 100.8(b)(10), (16) and (18)).
4. Any separate segregated fund, regardless of how much it receives or expends. 100.5.

Principal Campaign Committee – An authorized committee designated by a Federal candidate as the principal committee to raise contributions and make expenditures for his/her campaign. 100.5(e)(1).

Receipt – Anything of value (money, goods, services or property) received by a political committee.

Special Election – An election held to fill a vacancy in the House of Representatives or the Senate. A special election may be a primary, general or runoff election. 100.2(f).

Transfer – The movement of funds between authorized committees of the same candidate (or among affiliated committees or among committees within the same party). Although such transfers are unlimited, they are reportable and may count toward the threshold for determining whether a committee is a political committee. 102.6(a).

Separate Segregated Fund – A political committee established by a corporation, labor organization or incorporated membership organization. A separate segregated fund accepts voluntary contributions that are used to make contributions to or expenditures on behalf of Federal candidates and other political committees. 114.1(a)(2)(iii).

B. Chart on Contribution Limits

Contributions from	To Candidate or His/Her Authorized Committee	To National Party Committee[1] Per Calendar Year[2]	To Any Other Committee Per Calendar Year	Total Contributions Per Calendar Year
Individual	$1,000 Per Election[3]	$20,000	$5,000	$25,000
Multicandidate Committee[4]	$5,000 Per Election	$15,000	$5,000	No Limit
Party Committee	$1,000 or $5,000[5] Per Election	No Limit	$5,000	No Limit
Republican or Democratic Senatorial Campaign Committee,[6] or the National Party Committee, or a Combination of Both	$17,500 to Senate candidate per calendar year in which candidate seeks election	Not Applicable	Not Applicable	Not Applicable
Any Other Committee or Group[7]	$1,000 Per Election	$20,000	$5,000	No Limit

[1] *For purposes of this limit, each of the following is considered a national party committee: a party's national committee, the Senate Campaign committees and the National Congressional committees, provided they are not authorized by any candidate.*

[2] *Calendar year extends from January 1 through December 31. Individual contributions made or earmarked to influence a specific election of a clearly identified candidate are counted as if made during the year in which the election is held.*

[3] *Each of the following elections is considered a separate election: primary election, general election, run-off election, special election, and party caucus or convention which has authority to select the nominee.*

[4] *A multicandidate committee is any committee with more than 50 contributors which has been registered for at least 6 months and, with the exception of State party committees, has made contributions to 5 or more Federal candidates. A candidate committee should check with the FEC to determine whether a contributing committee has qualified as a multicandidate committee.*

[5] *Limit depends on whether or not party committee is a multicandidate committee.*

[6] *Republican and Democratic Senatorial Campaign committees are subject to all other limits applicable to a multicandidate committee.*

[7] *Group includes an organization, partnership or group of persons.*

C. Independent Expenditures

Note that this appendix may be reproduced and distributed by the candidate or his/her committee to anyone **who requests** FEC guidelines on independent expenditures.

1. Definition

What Is an Independent Expenditure?

An independent expenditure is an expenditure for communications expressly advocating the election or defeat of a clearly identified candidate[1] which is NOT made with the cooperation or consent of, or in consultation with, or at the request or suggestion of, any candidate or any of his/her agents[2] or authorized committees. 100.16. Independent expenditures may be made without limit since they do not count against the contribution limits established by the Federal Election Campaign Act. (However, contributions made to an independent expenditure committee are subject to monetary limits, as explained below.)

What Is NOT an Independent Expenditure?

Contact with Candidate or Authorized Committees

Any expenditure made in cooperation, consultation, or in concert with the candidate or as a result of his/her request or suggestion is considered an in-kind contribution (not an independent expenditure) by the person making the expenditure and counts against his/her contribution limit. 100.16 and 109.1 (b)(4).

Note that when an individual merely requests and receives from a candidate FEC guidelines on independent expenditures (such as this section of the Guide), he/she is not considered to have coordinated, cooperated or consulted with the candidate. 109.1(b)(4)(ii).

Candidate-Prepared Materials

Any expenditure to finance the dissemination or re-publication of a broadcast or other campaign materials prepared by a candidate (or his/her agent or authorized committee) is considered an in-kind contribution by the person making the contribution. 109.1(d).

Expenditure by Committee Employee

An expenditure made on behalf of a candidate by a current or former officer or employee of that candidate's committee or by a person who has received compensation or reimbursement from the campaign is presumed **not** to be independent. 109.1(b)(4)(i)(B).

Examples

An individual not previously involved in the campaign of candidate Smith purchases a newspaper advertisement supporting Smith without ever contacting the candidate or any of his campaign staff. The purchase is considered an independent expenditure. If, however, before purchasing the ad, the individual asks candidate Smith or his campaign staff how he may help the campaign or when Smith wants a newspaper ad to appear, the individual makes an in-kind contribution. Or, if the individual buys a campaign advertisement using text actually prepared by Smith's campaign staff, the individual makes an in-kind contribution to the candidate. (An in-kind contribution, when combined with all other contributions from the same individual, is limited to $1,000 per election.)

2. Public Notice Required

Any independent expenditure must include a clear and conspicuous public notice in the printed material or during the broadcast. The notice must:

- State that the communication is not authorized by the candidate or his/her authorized committee; and
- Identify the name of the person or committee that financed the expenditure. 109.3; 2 U.S.C. §441d(a).

3. Reporting Requirements

Political Committee

A reporting political committee must itemize each independent expenditure it makes exceeding $200 (Schedule E of the appropriate reporting form) at the end of any reporting period in which the expenditure is made. In addition, the total of all independent expenditures of $200 or less must be reported but not itemized. 104.3(b)(3)(vii).

Any Other Person

Any other person (individual, partnership or group of individuals) must file a report with the FEC (on FEC Form 5) at the end of the first reporting period in which independent expenditures aggregate more than $250 and in any succeeding period during the same year in which additional independent expenditures of any amount are made. 109.2(a).

Last-Minute Independent Expenditures

An independent expenditure of $1,000 or more made between 2 and 20 days before an election must be reported within 24 hours after it is made to the FEC, the Secretary of the Senate or the Clerk of the House, as appropriate. 104.5(g). A political committee must disclose a last-minute independent expenditure a second time on a Schedule E filed with its next scheduled report. The committee may, if it wishes, note on Schedule E that the expenditure was previously reported.

4. Contents of Report

Itemized reports on independent expenditures must include the information described below:

Certification

The report must include a certification, under penalty of perjury, that the expenditure meets the above standard of independence. 104.3(b)(3)(vii)(B) and 109.2(a)(1).

Information About Expenditure

The report must include the date, amount and purpose of the expenditure (i.e., a brief description of why the disbursement was made) and must indicate whether the expenditure is in support of or in opposition to the candidate(s). 104.3(b)(3)(vii) and 109.2(a). When an

[1] *A "clearly identified candidate" is one whose name, photograph or drawing appears or whose identity is apparent by unambiguous reference. 100.17.*

[2] *"Agent" means any person who has actual oral or written authority, either express or implied, to make or to authorize the making of expenditures on behalf of a candidate, or means any person who has been placed in a position within the campaign organization where it would reasonably appear that in the ordinary course of campaign-related activities he or she may authorize expenditures. 109.1 (b)(5).*

independent expenditure is made on behalf of more than one clearly identified candidate, the expenditure must be allocated among the candidates in proportion to the benefit they are expected to receive. 106.1(a).

Information About Candidate

The report must include the name and address of the candidate(s) and the office sought. 104.3(b)(3)(vii) and 109.2(a)(1).

Information About Person Making Expenditure

When a person other than a political committee makes the expenditure, the report must include the person's name, address, occupation and employer, if any. 109.2(a)(1).

Information About Payee

The report must include the name and address of the person to whom the expenditure was made. 104.3(b)(3)(vii) and 109.2(a)(1).

Information About Other Contributors

The report must include the name, mailing address, occupation and name of employer of each person who contributes more than $200 to the person who makes the expenditure. 104.3(a)(4)(i) and 109.2(a)(1).

5. Contributions to Persons Making Independent Expenditures

All the limitations and prohibitions on contributions to candidates also apply to contributions made to persons making independent expenditures. In addition, when a person contributes to a political committee that makes independent expenditures exclusively in support of, or in opposition to, a single candidate, that contribution is subject to the per candidate, per election, limit. For example, Citizen Smith contributes $500 to an independent committee established to make independent expenditures exclusively on behalf of Candidate Jones. Smith may then contribute only $500 more to Candidate Jones since Smith's total contributions benefiting Jones would then reach the $1,000 per candidate, per election, limit. 110.1(h).

D. Earmarked Contributions

1. Definition

An earmarked contribution is one which the contributor directs (either orally or in writing) to a candidate (or his/her authorized committee) through an intermediary or conduit. The intermediary may be a nonregistered entity, such as an individual or a group, or a registered political committee with regular reporting obligations. 110.6(b).

2. Earmarking and Contribution Limits

An earmarked contribution is considered to have been made by the original contributor, thus counting against his/her contribution limit for that candidate. The contribution limitation of the conduit or intermediary is not affected **unless** the conduit exercises direction or control over the choice of the intended recipient of the contribution. In that case, the contribution is considered to have been made by **both** the original contributor **and** the intermediary or conduit and counts against both of their contribution limits. 110.6(d).

3. Forwarding Earmarked Contributions

The intermediary or conduit must forward an earmarked contribution to the recipient committee within 10 days. The report to the recipient (described below) must be forwarded along with the contribution. 102.8(a), (c) and 110.6(c)(2).

4. Reporting Earmarked Contributions

The reporting of earmarked contributions is required[1] by all intermediaries, including registered political committees and nonregistered entities (such as individuals, partnerships and groups of people), and by the recipients. 110.6(c).

Reports by Political Committee Serving as Intermediary

A political committee which is an intermediary or conduit of an earmarked contribution must disclose the earmarked contribution, **regardless of amount**, on two separate reports: the next regularly scheduled report, and a special report to the recipient. 110.6(c).

Next Regular Report

The conduit's next regularly scheduled report must indicate whether the earmarked contribution was:

- Passed through the conduit's account, in which case each contribution must be reported on the regular reporting schedules of itemized receipts and disbursements (Schedules A and B of the appropriate reporting form); or
- Passed on in the form of the original contributor's check, in which case each earmarked contribution must be reported on a separate Schedule A, filed as a *memo entry*.* 110.6(c)(1)(i) and (ii).

Report to Recipient

A report to the intended recipient must also be made at the time the conduit or intermediary passes the contribution on to the recipient. 110.6(c)(2).

Contents of Reports on Earmarked Contributions

The above reports by the intermediary or conduit must contain all of the following information:

- The name and mailing address of the original contributor and, if the contribution is from an individual and exceeds $200 per year when combined with other contributions from the same donor, the contributor's occupation and the name of his/her employer;
- The amount of the earmarked contribution;
- The date the contribution was received by the conduit;

* *See Definitions in Appendix A.*

[1] *However, the reporting rules for earmarked contributions do not apply when a person merely physically transfers to a candidate checks (or other written instruments) which, in the aggregate, do not exceed $1,000 in a calendar year. 110.6(c)(5). Also, the rules do not apply to authorized agents of a committee.*

- The intended recipient as designated by the contributor;
- The date the contribution was passed on to the intended recipient; and
- Whether the contribution was passed on in cash, by the contributor's check or by the conduit's check. 110.6(c)(4).

Report by Intermediary That Is Not a Registered Committee

If the intermediary or conduit is not a registered committee (that is, the intermediary is an individual, a partnership or a group of individuals), the above reports must be filed by letter with the Federal Election Commission (not the Clerk of the House or the Secretary of the Senate) and with the intended recipient. 110.6(c)(1).

Report by Recipient

The recipient of an earmarked contribution also has a reporting obligation. The authorized committee must identify each conduit through which an earmarked contribution has passed. Additionally, the recipient committee must fully itemize any earmarked contribution that, when combined with other contributions from the same donor, exceeds $200 per year. 110.6(c)(3).

E. Assistance from the FEC

1. Additional Materials Available

- The Federal Election Campaign Act
- FEC Regulations
- Registration Forms
- Reporting Forms
- Calendar of Reporting Dates
- *Annual Report* (available through the Government Printing Office)
- *Record*, a monthly newsletter
- *Campaign Guide for Party Committees*
- *Campaign Guide for Corporations and Labor Organizations*
- *House and Senate Bookkeeping Manual*
- *The FEC and the Federal Campaign Finance Law*, an informational brochure for the general public

2. Clarification of the Law

General Assistance

General information is available from the FEC's Information Services Division. Call the Commission in Washington, D.C., toll free, 800/424-9530.

Advisory Opinions

For more complicated questions relating to the application of the law to a specific, factual situation, any person affected by the Act may request an advisory opinion in writing. Requests for opinions and the opinions themselves are made public. A requesting person who in good faith acts in accordance with the advisory opinion will not be subject to any penalties with regard to the activity in question. 112.2 and 112.5.

3. Public Records

The Public Records Office makes documents available for public inspection and copying. They include microfilm and paper copies of reports and statements filed by Federal candidates and committees (1972-present).[1]

Other documents available for public inspection in the Public Records Office include: advisory opinions, completed (closed) compliance cases, FEC press releases, audit reports, statistical summaries of campaign finance reports and computer indexes and cross indexes to locate documents. A list of prices charged for reproducing Commission information is available upon request. For information on ordering documents, phone Public Records (toll free 800/424-9530).

4. Index of Multicandidate Committees

Because political committees may not accept contributions exceeding the donor's contribution limit, a candidate committee should verify that a committee contributing in excess of $1,000 per election has qualified as a multicandidate committee and thus is permitted to contribute up to $5,000 per election. A candidate committee may check a contributing committee's status by consulting the Index of Multicandidate Political Committees, maintained and updated monthly by the Public Records Office. For information on ordering the Index, phone Public Records at the numbers listed above.

[1] *Anyone using such documents is reminded, however, of the Act's requirement that any information copied from reports and statements "may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes," except that political committees may be solicited. 2 U.S.C. §438(a)(4).*